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University Governance

University Ordinances

Ordinance XXXVII

Procedure for the Consideration and Determination of matters raised under Statute XXI Part VI (Grievance Procedures)

(Version effective from 1 August 2011 until 26 November 2014)

1. A Grievance Committee to consider and determine grievances raised by members of the academic staff shall be appointed by Council and shall comprise:
 - **(a)** a Chair; and
 - **(b)** one member of the Council not being a person employed by the University; and
 - **(c)** one member of the academic staff nominated by the Senate.

Members of the Grievance Committee shall be appointed annually and shall be eligible for re-appointment. Council shall appoint one alternate of each member of the Grievance Committee. Alternates shall only hear grievances if a member of the Grievance Committee has been directly connected with the case in question.

2. When a matter has been referred to the Grievance Committee by the Vice-Chancellor the member of academic staff who raised the grievance shall supply a written statement of the grievance to the Secretary to Council.
3. The Secretary to Council shall send copies of the written statement to any person against whom the grievance lies or if appropriate to another officer of the University and shall invite a written response within a period of 10 working days.
4. Once the time limit in 3 above has elapsed the Secretary to Council shall send copies of the grievance statement and any response to the Grievance Committee and to the member of staff who raised the grievance. The Grievance Committee will meet no earlier than 10 working days after these statements are sent.
5. When the Grievance Committee meets the member of staff who raised the grievance shall have the right to be heard at the hearing and to be accompanied by a friend or representative. Any person against whom the grievance lies or if appropriate an officer of the University shall also have the right to attend and be heard at any meeting of the Grievance Committee and to be accompanied by a friend or representative.
6. The Grievance Committee shall be able to suspend its hearing to seek additional information and shall give all parties at least 5 days' notice of its further sittings. All parties to the grievance shall be entitled to attend any meetings of the Committee at which witnesses are present or evidence heard.
7. The Grievance Committee shall at its absolute discretion decide on all matters of procedure and evidence, and shall give such rulings and direction as are necessary for the efficient and effective conduct of the hearing.
8. A member of the administrative staff of the University, not having had previous involvement with the case, shall attend each meeting to provide secretarial and administrative support. A verbatim record of the proceedings will be kept and made available to all parties.

9. Upon the conclusion of its hearings the Grievance Committee shall meet in private to reach an outcome. A majority opinion will be conclusive.
10. The Grievance Committee shall inform the Council whether the grievance is well found and shall make proposals for the redress of the grievance as it sees fit. Copies of the report to Council shall be made available to all the parties to the grievance.

(remade July 2011)

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