

TABLE OF AUTHORITY

Action	Staff where a substantial proportion of duties involve learning, teaching and research	Other staff on grades 6 and above	Grades 5 and below
Suspension	Director of HR (or nominee) and senior manager	Director of HR (or nominee) and senior manager	Dean/Director of Service
Formal Verbal Warning/Stage 1 Capability	Dean/Director of Service or nominee at equivalent level	Line manager/ Operations Manager Dean/ Director of Service	Line manager (minimum grade 5)
Formal Written Warning/Stage 2 Capability	Dean/Director of Service or nominee	Line manager/ Operations Manager Dean/ Director of Service	Line manager (minimum grade 5)
Final Written Warning	DVC/PVC/COO or nominee at an equivalent or more senior level	Dean/Director of Service	Operations Manager/Assistant Director of Service
Dismissal/Stage 3 Capability	DVC/PVC/COO or nominee at equivalent level	Dean/Director of Service	Operations Manager/Assistant Director of Service
Formal Grievance	Head of Dept/Service/ Dean/Director of Service or nominee	Line manager/ Operations Manager Dean/ Director of Service	Line manager (minimum grade 5)
Appeal			
Formal Verbal Warning	DVC/Pro Vice Chancellor/ Chief Operating Officer	Dean/Pro Vice Chancellor/Director of Service/Chief Operating Officer	Operations Manager/Assistant Director of Service
Formal Written Warning	DVC/Pro Vice Chancellor/ Chief Operating Officer	Dean/Pro Vice Chancellor/Director of Service/ Chief Operating Officer	Operations Manager/Assistant Director of Service
Final Written Warning	DVC/Pro Vice Chancellor/ Chief Operating Officer	Dean/Pro Vice Chancellor/Director of Service/ Chief Operating Officer	Operations Manager/Assistant Director of Service
Dismissal (not including termination of fixed	Three person appeal committee including lay	Three person appeal committee including lay	Three person appeal committee including lay member of

term contract)	member of Council	member of Council	Council
Termination of fixed term contract	Dean/Director of Professional Service	Dean/Director of Professional Service	Dean/Director of Professional Service
Formal Grievance	Three person appeal committee including lay member of Council	Dean/Director of Service/Pro Vice Chancellor	Operations Manager/Assistant Director of Service (manager's manager)

In order to ensure matters are dealt with promptly, alternative managers of equivalent level within the University may substitute if necessary. Managers hearing appeals will have had no prior involvement with the case.