

## CASPP017- Faculty Grievances Policy Procedures

### 1. Purpose

The aim of these procedures is to develop steps to organize and ensure fair and transparent handling of grievances of faculty members.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

**Bylaws:** Executive Bylaws of the Colleges of Applied Sciences.

**The Appellant:** Faculty member of the Colleges of Applied Sciences.

**College Committee of Grievances:** A committee formed and chaired by the Dean to consider and decide on the grievance of the faculty member in regard to the decisions issued by the college.

### 3. Procedures

#### First: Procedures for Grievances against Decisions Issued by the College

1. The appellant faculty member shall submit his/her grievance to the concerned Head of Department within a period not exceeding one week from the date of the occurrence of the cause of the grievance or notification of the decision issued to him/her by the College.
2. The Head of Department shall attempt to resolve the grievance amicably within a period of three days from the date of receiving the grievance.
3. In the event of failure to reach an amicable solution, the Head of Department shall submit his/her report to the Dean of the College.
4. The Dean of the College shall consider the grievance and respond to the complaint consequently.
5. If the appellant does not accept the Dean's decision, he/she shall submit a letter of reconsideration to the Director General of the Colleges, through the Dean of the College, within fifteen days from the date of notification or having been informed of the decision from the College.



6. The Director-General shall take the appropriate decision as per the grievance within thirty days of the receipt of the letter.

## **Second: Procedures for Grievance on the decisions of the Administrative Accountability Committees**

1. The faculty member shall submit his/her grievance against the decisions of the Administrative Accountability Committee to the Grievances Committee of the Ministry within sixty days from the date of having received notification or having been informed of the College's decision.

2. The Grievance Committee shall decide on the grievance within sixty days from the date of its submission.

## **4. Supporting Materials**

4.1- The Executive Bylaws of Colleges of Applied Sciences

4.2- Civil Service Law

## **5. Approval Agency**

The Board of Trustees.

## **6. Approval Dates**

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

## **7. Procedures' Sponsor**

The General Director of the Colleges of Applied Sciences.

## **8. Contact person**

The Dean of the College

