

Department of Physics Grievance Policy

All members of the department, faculty, staff, and students shall be treated with courtesy and respect by all other members of the department. It is the policy of the department to handle all disputes of grievances at the lowest possible level.

In the case of a grievance between faculty members, the faculty members should, if appropriate, first meet with one another and attempt to resolve differences. If this fails, then the Chair shall meet with all parties involved to attempt to resolve their differences. If this effort is unsuccessful, the Chair may recommend that the parties use the procedures set forth in the Boulder Campus Professional Standards Document – Professional Rights and Duties of Faculty Members and Roles and Professional Duties of Department Chairs. If a faculty member (or members) has a grievance with the Chair, he/she shall ask the Associate Dean to resolve the outstanding issues.

In the case of disputes involving staff, the parties should, unless inappropriate for some reason, first meet with one another and attempt to resolve differences. If this fails, the parties should take their dispute or grievance to the Manager of Finance and Operations. If there is still no resolution, the dispute should be presented to the Chair in consultation. For disputes directly involving the Manager and in which direct discussions do not yield a resolution, the dispute or grievance should be taken to the Chair for further deliberation.

In the case of disputes between a faculty and a staff, the faculty member is encouraged to discuss the problem directly with the staff involved. If there is no resolution after this meeting, the parties should record their complaint or grievance with the Manager of Finance and Operations. If there is still no resolution, the dispute should be presented to the Chair in consultation.

Graduate student complaints will be handled by the Associate Chair for Graduate Studies. The Associate Chair may consult the Chair if needed.

Undergraduate student complaints will be handled by the Associate Chair for Undergraduate Studies. The Associate Chair may consult the Chair if needed.

Where a special procedure has been provided by the Boulder Campus or the University, such as, for example, matters involving research misconduct or sexual harassment, the matter shall be determined and resolved in accord with those procedures. Where an alternate procedure does not take precedence, this departmental policy shall be used.