Grievance-(Academic)-Procedure – v1
HUMAN RESOURCES
Grievance (Academic) Procedure

1. Introduction
1.1 These procedures are passed by the School’s Board of Management (“the
Board”) as bye-laws in accordance with Article 9 of the School’s Charter of
Incorporation (“the Charter”) and the University Commissioners (Statute
Modifications) (London School of Hygiene and Tropical Medicine) Order
1993 (Statutory Instrument 1993/1008) (“the Order”). These procedures may
be amended from time to time by the Board provided that no such
amendments shall be inconsistent with the provisions of the Charter or the
Order.
1.2 These procedures apply to all employees of The London School of Hygiene
and Tropical Medicine (“the School”) who are members of the Academic
Staff. For the purposes of these procedures Academic Staff shall include:
- Professors, Readers, Senior Lecturers and Lecturers
- Research fellows, research assistants and other staff holding academic-related posts, being posts recognised by the School’s Board of
Management (“the Board”) for the purposes of these procedures
- the Secretary & Registrar - the Director.
1.3 If an employee has a grievance relating to disciplinary action taken against
him/her, he/she is referred to the appeal proceedings contained in the
School’s Policy and Procedures on Discipline and Performance, a copy of
which is available from the Secretary & Registrar.
1.4 If an employee has any grievance in connection with any other aspect of
his/her employment, he/she will be able to use the procedures that follow.

2. Stage 1 - Informal Discussion

2.1 The employee should initially bring the grievance informallyuld i(u)-3(ldc7* n
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3.2 If the employee is dissatisfied with the result of an approach under paragraph
3.1 or if the grievance directly concerns the Head of Faculty, the employee
may apply in writing to the Director for redress of the grievance. Grievances
directly involving the Director should be referred to the Chair of the Board of
Management who will determine how to proceed.
3.3 If it appears to the Director that the matter has been finally determined under
Part III, IV or V of the Order or that the grievance is trivial or invalid, he or she
may dismiss it summarily or take no action upon it. If it so appears to the
Director he or she will inform the employee and the Grievance Committee
accordingly within 28 days of receiving the written application.
3.4 If the Director is satisfied that the subject matter of the grievance could
properly be considered with (or form the whole or any part of proceedings
under Part III, IV or V of the Order), he or she will defer action upon it under
this procedure until the relevant complaint, determination or appeal has been
heard or the time for instituting it has passed and he or she will notify the
employee and the Grievance Committee accordingly within 28 days of
receiving the written application.
3.5 If the Director does not reject the complaint under paragraph 3.3 or if he or
she does not defer action upon it under paragraph 3.4 he or she will decide
whether it would be appropriate, having regard to the interests of justice and
fairness, for him or her to seek to dispose of it informally. If he or she so
decides, he or she will notify the employee within 28 days of receiving the
written application and proceed accordingly.

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