

Policy on Grievances

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Policy on Grievances

Policy statement

Any YU employee should work and function within a prosperous and healthy environment. In the case of a grievance, employees should be able to report their grievances safely and with respect.

Faculty Grievances to College hierarchy

Faculty should be able to resolve any grievances with their immediate supervisor, their chairperson, or the Dean of the College. Once the grievance is submitted in writing to the chairperson, they should conduct an investigation and submit a written report to the Dean of the College. The Dean of the College can resolve the matter if it is within their jurisdiction or refer to the Vice President for further investigation. The VP can refer to the YU President for further assistance, who will have the final decision based on all the evidence collected prior. The decision of the YU President is communicated to the faculty in writing. The faculty has the right to appeal in case they think the decision is not fair within a 30-day timeframe. The YU President can seek further information and hearings from any relevant parties and issue the second and final decision, which cannot be appealed. All final decisions will be filed in the employees' records.

Faculty and Staff Grievances to higher management

If the faculty member has attempted to solve the grievance through the proper channels of leadership (Chairperson – Dean) to no avail, they are allowed to report their grievances to the higher management directly. The faculty member can email facultygrievances@yu.edu.sa, with a full report of their grievance. Once it is received, the grievance will be evaluated, and an independent committee (excluding the Chairperson and Dean of the College) will convene to discuss and deliberate a resolution.



Policy on Grievances

The Grievances Committee (GC) consists of 4 members, 3 independent YU employees (from the Academic track) such as Directors, Deans, and Chairpersons (except from the same College as the faculty), Vice President, an administrator, and headed by the YU President.

After consideration and hearings for the grievance from all parties involved, the GC will report back to the faculty member in writing regarding the dissolution of the grievance. In case the faculty member disagrees, they are allowed to appeal once within a 30-day timeframe. After the appeal and deliberations of the GC the decision is final and is filed in all parties' records.

Decisions of the GC can vary and can be no penalty, a written warning, a reprimand, or a reason for dismissal. All final GC decisions will be filed in the employees' records.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

31-1-2023

Date