

**The grievance procedure for all programs at our institution is as follows:**

"In case students consider that their rights have been infringed upon by a member of the faculty or they have a claim of an academic nature, they may channel their complaint through the Director of the Academic Department which such faculty member belongs. If a student does not agree with the decision, such student may appeal through the following channels, as appropriate, following this order: Dean of Division, Dean of Studies, Chief Executive Officer of the academic unit, President of the University."

This policy information is available to the Campus community by reading General Student Regulations Chapter II - Student Rights and Duties; Article 2 - Relations between Students and Other Members of the University Community Pages 4 - 5 which is available online by following this link:

[http://www.inter.edu/documentos/pdf/student\\_regulations2010.pdf](http://www.inter.edu/documentos/pdf/student_regulations2010.pdf).

When a faculty member believes that their rights and prerogatives have been violated, they may present a grievance to that effect following the procedure detailed below:

The faculty member will present the grievance in writing to the Dean of Studies of the instructional unit, offering specific details on which the grievance is based and including any evidence supporting their claim. The Dean will evaluate the grievance presented by the faculty member to determine its merits and may:

1. Offer a solution to the matter through a conciliation or dialog with the faculty member affected or
2. Answer the grievance presented by the faculty member communicating to them the decision in regards to its merits and the actions, if any, that will be taken on the grievance presented.

If the faculty member affected does not agree with the decision made by the dean of studies, he may appeal this to the Faculty Appeals Committee in his instructional unit. To do this, he must present an appeal in writing, no later than fifteen days after receiving the decision of the Dean of Studies.

The appeal must present in detail all the reasons for which the faculty member differs from the decision taken by the Dean of Studies of the corrective actions proposed by him. The appeal must be accompanied by all the documents that, in the faculty member's judgment, are relevant to consideration of the merits of his appeal. The faculty member must also include a copy of the decision taken by the dean of studies. He must send the dean of studies a copy of the appeal, as he makes his presentation to the Faculty Appeals Committee. The Dean of Studies may present to the Committee, in writing, the information that, according to their judgment, should be considered by the Committee when evaluating the merits of the appeal.

The Committee may dispose of the appeal with the information presented or may require additional information that it deems necessary and, in addition, may hold a hearing to receive such information. Once the appeal is evaluated in the light of the available information, the Committee will render a decision, in writing, on the merits of the appeal. The Committee will communicate their decision, in writing, to the faculty member and the Dean of Studies. Either of these may appeal the decision of the Committee to the Chief Executive Officer of the unit. It must be made, in writing, no later than fifteen days after the notification of the decision of the Committee. The Chief Executive Officer of the unit may uphold or modify the decision of the Faculty Appeals Committee or make the decision that, according to their judgment, is appropriate. The decision of the Chief Executive Officer of the unit will be communicated to the parties in writing. This decision may only be revised by the President of the University.

This policy information is available to the Campus community by reading the Faculty Handbook – Part IV – Faculty Rights; Section 4.2 Grievance Procedure Pages 40 – 41 (version March 2008, Approved by the Inter American University Board of Trustees). An electronic copy is available under Appendix B.