Article II: GTA, UTA and Instructor Grievance Procedures

Grievance Procedure for GTAs:

1. If a GTA has an issue or concern with his/her teaching assignment (e.g., amount of time allocated to the course, unclear expectations, etc.) this should first be discussed with the instructor of the course.*

2. If a resolution cannot be met or the GTA does not feel comfortable approaching the instructor, the student should bring his/her concerns to the Director of Graduate Studies in Biology (DGS) to help mediate the process and come up with a solution, in writing.

3. The DGS will follow-up with the GTA and instructor within 10 business days or the time frame agreed upon by all parties to determine if the matter has been resolved.

4. If the matter is not resolved, the GTA will meet with the department chair. The chair will decide on the appropriate action.

5. If the student is unsatisfied with the chair's decision, the student should follow the grievance procedure specified by Graduate Studies. http://www.case.edu/gradstudies/about-the-school/policies-procedures/

* Complaints of harassment or discrimination should be made to the Office of Equity, https://case.edu/equity/contact phone: 216.368.3066 or email equity@case.edu

Grievance Procedures for UTAs

1. If a UTA has an issue or concern with his/her position (e.g., amount of time allocated to the course, unclear expectations, etc.) this should first be discussed with the instructor of course.*

2. If a resolution cannot be met or the UTA does not feel comfortable approaching the instructor, the student should bring his/her concerns to the Chair of the Undergraduate Affairs Committee (UAC) to help mediate the process and come up with a solution, in writing.

3. The chair of the UAC will follow-up with the UTA and instructor within 10 business days or the time frame agreed upon by all parties to determine if the matter has been resolved.

4. If the matter is not resolved, the UTA will meet with the department chair. The chair will decide on the appropriate action.

5. If the student is not satisfied with the chair's decision, the student may follow the grievance procedure outlined by Undergraduate Studies:

http://bulletin.case.edu/undergraduatestudies/policies/

* Complaints of harassment or discrimination should be made to the Office of Equity,
https://case.edu/equity/contact   *phone:* 216.368.3066 or email equity@case.edu

Grievance Procedures for the Instructor of Record

1. If the instructor of record has a concern with a GTA or UTA, they should first meet with the student to discuss the issue(s) and formalize a plan, in writing, to address the issue.

2. If the issue is not resolved, the instructor should write a formal grievance and submit it to the DGS for GTAs, or the UAC chair for UTAs. The DGS or the UAC chair will then meet with the student and instructor to form a plan to resolve the issue.

3. If the GTA or UTA does not improve after the intervention, the student will be referred to the department chair.
    a. In the event that a GTA must be removed from his/her position, the GTA waiver and/or stipend may be revoked and prorated. Depending on the situation, this may affect the student's departmental funding in the future.
    b. If the UTA does not improve after the intervention, the UTA may be terminated from his/her position. This may affect future UTA employment in the department.

4. If the GTA is unsatisfied with the chair's decision, the student should follow the grievance procedure specified by Graduate Studies. http://www.case.edu/gradstudies/about-the-school/policies-procedures/

5. If the UTA is not satisfied with the chair's decision, the student may follow the grievance procedure outline by Undergraduate Studies: http://bulletin.case.edu/undergraduatestudies/policies/

6. In the event that a GTA or UTA is removed from a course during the term, an effort will be made to find a replacement, provided that a suitable individual and funds are available to do so.