

## **ANTHROPOLOGY DEPARTMENT GRADUATE STUDENT GRIEVANCE PROCESS**

The Anthropology Department is a scholarly community whose aim is to create an environment conducive to learning. This is accomplished through the promotion of responsibility and encouragement of honesty, integrity, and respect among students, faculty, and staff ensuring that all act in accordance with our behavioral standards while supporting individual rights. We are committed to the principles of truth, objectivity, fairness, honesty, and free inquiry which includes the freedom to express careful and reasoned criticism of data and opinion. All members of the Anthropology community will be expected to act responsibly and in accordance with these principles and freedoms. It is the policy of the Department to administer conduct standards in a fair, respectful, and equitable manner. We are also committed to serving as an advocate for, and resource to, student victims of crimes, harassment, and other traumatic experiences.

In the event that you have a grievance and would like to pursue a University or Departmental grievance process, please first see the existing university resources below regarding Title IX issues (Sexual Misconduct Policy and Non-Discrimination Policy and Arbitrary and Capricious Grading Policies) and Graduate Assistant Grievance Procedures. In addition, the Anthropology Department has a Graduate Student Grievance Policy, which is listed below University-wide procedures.

### **EXISTING POLICIES**

#### **Title IX- Sexual Misconduct and Non-Discrimination Policy**

It is the policy of the University and the Anthropology Department to maintain the campus as a place of work for faculty, staff and students, free from all forms of harassment. Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. The University has established policies and reporting processes that address Title IX, sexual misconduct, and discrimination.

These policies can be found at the following links:

- [Sexual Misconduct Policy](#)
- [Non-Discrimination Policy](#)

Please be aware that certain University employees have both reporting obligations and also rules that guide confidentiality requirements. For more information on mandated reporting and confidentiality, please see the links below:

### **Arbitrary and Capricious Grading Policies**

The University has established policies and grievance processes for students who believe that their academic performance has been unfairly evaluated. For graduate students, the policy/process can be found:

- [Arbitrary and Capricious Grading Policies](#)

### **Graduate Assistants Grievance Procedures**

In addition, the Graduate Council has established grievance policies and procedures for Graduate Assistants who believe that they have been unfairly treated with respect to their employment and/or duties as a Research, Teaching or Administrative Graduate Assistant. The policy/procedure can be found:

- [Graduate Assistants Grievance Procedures](#)

### **INFORMAL PROCESS THROUGH OMBUDS OFFICER**

It is the University and Department's belief that it is best to facilitate, with dignity, the resolution of disputes and concerns at the lowest level possible and to attempt a resolution with the parties involved. Thus we recommend that students contact the Graduate Student Ombuds Officer first to begin assistance with a mediation process. The Graduate Student Ombuds Officer can be reached at:

**Mark A. Shayman**

[shayman@umd.edu](mailto:shayman@umd.edu)

2100A Lee Building

301.405.3132

<http://www.gradschool.umd.edu/Ombuds/>

### **FORMAL PROCESS THROUGH DEPARTMENT REVIEW**

If a graduate student believes that they have experienced treatment that is unethical, grossly unjust, uncivil, or otherwise creates a hostile learning or working environment from a faculty member, a staff member, or another student, the student should attempt to resolve the matters locally, collegially, and informally and/or through the Ombuds Officer. If the issue has not been resolved to the graduate student's satisfaction or the treatment cannot be stopped through informal means outlined above, the graduate student may elect to file a formal grievance.

The Graduate Council has also established a grievance policy/process for graduate students who have a legitimate dispute or concern not covered by University policies outlined above. The policy can be found at the following link:

- [Graduate Student Grievance Policy](#)

It is the policy of the Anthropology Department to administer conduct standards in a fair, respectful, and equitable manner. We are also committed to serving as an advocate for, and resource to, student victims of crimes, harassment and other traumatic experiences.

If you are unable to achieve a mutually satisfactory resolution informally, then the next step is to initiate the formal grievance process. This process, conducted in strict confidentiality, within the Anthropology Department is as follows:

**Phase 1.** The process begins with the filing of a formal grievance with the Director of Graduate Studies (DGS), or the Department Chair if the grievance is with the DGS.

1. The student shall provide in writing a request to initiate a formal grievance process. This request must contain a clear description of the facts giving rise to the grievance including the following elements: names of the parties involved; date(s), time(s) and location(s) of the actions/incidents; names of witnesses; and the desired resolution of the grievance. The request must be signed.
2. The written grievance must be filed by an enrolled student before the first day of the next semester in which the incident occurred or within 30 calendar days of the student's withdrawal or dismissal.
3. The DGS will investigate the grievance by communicating directly/meeting individually with all parties involved and provide a determination within 30 business days of the filing of the grievance. In addition to individual meetings, the DGS may consult with appropriate campus administrators (such as University Counsel). The DGS shall provide a determination on the grievance in writing to all parties involved within 30 days of the filing of the grievance.
4. If the decision is accepted by the parties, the matter is deemed settled. If not, then the decision of the DGS can be appealed in Phase 2 of the process.

**Phase 2.** If the resolution proffered by the DGS is deemed unacceptable, either party can file an appeal with the Department Chair (or go directly to the Dean of the College if the grievance is with the Department Chair). The process of filing an appeal with the Department Chair is as follows:

1. Either party may initiate the appeal process by sending a written appeal to the Department Chair within 30 calendar days of the announcement of the decision by the DGS.
2. The written appeal must be signed and include the original signed description of the facts submitted during Phase 1, a clear explanation of why the party filing the appeal found the outcome(s) of the DGS proceedings and decision(s) unsatisfactory, and a statement of the desired resolution/remedy.
3. The Chair will acknowledge receipt of the appeal within five business days of receipt of the written appeal.
4. The Chair will meet with the parties involved, either individually or together, before reaching a decision. The Chair can confidentially consult with the appropriate persons who may be knowledgeable about the policies, practices, and issues involved. In addition to individual meetings, the Chair may consult with appropriate campus administrators (such as University Counsel). The Chair will aim to issue a written decision and, where appropriate, the remedy, to the parties involved within 30 calendar days of receipt of the letter of appeal. The written decision of the Chair will contain a statement of the issues, the Chair's findings of fact, the controlling policy provisions, the Chair's assessment regarding the merits of the grievance, and a disposition of the grievance, including the remedy and/or disciplinary actions.
5. If the Phase 2 decision is accepted by the parties, the matter is deemed settled. If not, then the decision of the Department Chair can be appealed in Phase 3 of the process.

**Phase 3.** If the resolution proffered by the Department Chair is deemed unacceptable, the grieving party can file an appeal with the Dean of the College as follows:

1. Either party may initiate the appeal process by sending a written appeal to the Dean of the College within 30 calendar days of the announcement of the decision by the Department Chair.
2. The written appeal must be signed and include the original description of the facts, a clear explanation of why the party filing the appeal found the outcome(s) of both the DGS and Chair proceedings and decision(s) unsatisfactory, and a statement of the desired resolution/remedy.
3. The Dean of the College will acknowledge receipt of the appeal within five business days of receipt of the written appeal.
4. The Dean of the College (or designee) will meet with the parties involved, either individually or together, before reaching a decision. The Dean or

their designee can confidentially consult with the appropriate persons who may be knowledgeable about the policies, practices and issues involved. The Dean or their designee will aim to issue a written decision and, where appropriate, the remedy, to the parties involved within 30 calendar days of receipt of the letter of appeal. The written decision of the Dean or their designee will contain a statement of the issues, the Dean's or their designee's findings of fact, the controlling policy provisions, the Chair's assessment regarding the merits of the grievance, and a disposition of the grievance, including the remedy and/or disciplinary actions.

5. If the decision is accepted by the parties, the matter is deemed settled. If not, then the decision of the Dean can be appealed to the Dean of the Graduate School as set forth in graduate policy (discussed above).

Remedies suggested by the filing party must be reasonable and within actions that can be taken in accordance with university policy and appropriate statutes. The Department will endeavor to reach a just and equitable resolution in each case.

Within limitations that govern an ordered intellectual community, the Anthropology Department accords its members freedom of inquiry, expression, and action. Along with this freedom, is the obligation to do so responsibly. When that bond is broken, we are committed to addressing the issues and concerns as outlined above.