



STAFF DISCIPLINARY GRIEVANCE FORM

INSTRUCTIONS

Please submit this form to grievances-appeals.secretariat@mcgill.ca, appending a copy of any letters or notices received from the Dean and/or the President regarding disciplinary measures, together with any supporting documentation on which you as the Staff Member intend to rely at the hearing.

Excerpts from the *Regulations Relating to Academic Staff Grievance and Disciplinary Procedures*

9.2. A Staff Member who has been subject to discipline in the form of a reprimand or Suspension without pay may, within 10 Days of receiving the notice of discipline, file a Disciplinary Grievance to the Secretary-General using the form(s) provided for that purpose. The Disciplinary Grievance shall:

- state the Staff Member’s rank, Department, Faculty, and contact information;
- succinctly set out the facts and grounds for contesting the disciplinary measure imposed by a dean or the President;
- state the name and position of any witness(es) that the Staff Member intends to call if a hearing is held; and
- append a copy of letters or notices received from the Dean and/or the President regarding disciplinary measures, together with any supporting documentation on which the Staff Member intends to rely at the hearing.

I. STAFF MEMBER’S INFORMATION

Name	Rank
Department	Faculty
Telephone	Email

2. STATEMENT OF DISCIPLINARY GRIEVANCE

Provide a concise statement of the facts and grounds for contesting the disciplinary measure imposed by a dean or the President.



3. WITNESS(ES)

State the name(s) and position(s) of any witness(es) you intend to call if a hearing is held.

4. ADVISOR

You have a right to be assisted by an Advisor. He or she must be an active member of the University community who is a member of academic staff and who has agreed to act in an advisory capacity throughout the Grievance procedures, without financial compensation or any other remuneration. Your Advisor may accompany you to any hearing.

I will be assisted by an Advisor. My Advisor is:

Advisor's email:

I will not be assisted by an Advisor.

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5. PREFERENCE FOR IN-PERSON OR REMOTE HEARING

The Regulations presume that hearings are conducted in person but may proceed by videoconference at the discretion of the Subcommittee Chair in consultation with the parties. Please indicate your preference below. In general, remote hearings tend to be easier to schedule in a timely fashion.

In-Person

Remote (via Zoom)

<input type="checkbox"/> In-Person	<input type="checkbox"/> Remote (via Zoom)
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6. COMMUNICATION

The Secretariat communicates only with the Staff Member unless directed otherwise. Check the box below if you would like correspondence relating to your Grievance to be copied to your Advisor.

I authorize McGill University to include my Advisor.

I hereby lodge a Disciplinary Grievance in accordance with the *Regulations Relating Academic Staff Grievances and Disciplinary Procedures*.

Signature

Date