

## WORK ASSIGNMENT APPEAL PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Academic
<b>Parent Policy:</b>	Faculty Work Assignment Policy
<b>Approval Date:</b>	March 4, 2015
<b>Effective Date:</b>	December 1, 2014
<b>Procedure Owner:</b>	Vice President, Teaching and Learning
<b>Procedure Administrator:</b>	Director, Workforce Development and Human Resources

### Overview:

NorQuest College's (college) faculty work assignments within each department are fair, equitable, transparent, and reasonable. Faculty members have a right to appeal any work assignment alleged to be inequitable.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

Faculty members who believe that their work assignment is not fair, equitable or reasonable may appeal their work assignment as specified below. Faculty are expected to continue teaching all assigned courses and carrying out student related service assignments throughout the appeal process in order to meet students' needs. If a new, non-student reassignment is under appeal, faculty are not expected to begin work on that assignment until a decision has been made through the appeal process.

#### Principles

The following principles will guide the procedures for adjudicating faculty members' work assignment appeals:

- The Work Assignment Appeal Procedure shall only be used to adjudicate faculty member work assignment appeals.
- Every effort shall be made to resolve concerns informally and at the level(s) closest to the source of the concern.
- Formal proceedings shall not be conducted as cases in law.
- Every effort shall be made to maintain a respectful and non-adversarial approach to all proceedings.
- All parties shall be bound by the requirements of confidentiality as governed by college policy and privacy legislation.

#### Work Assignment Appeal Procedure

- If a faculty member has reason to believe that the work assignment is not fair, equitable, or reasonable they should request a meeting with their supervisor to discuss the issue.
- If the matter remains unresolved, the faculty member shall notify their supervisor in writing as soon as possible about their concern with the work assignment. The supervisor will meet with the faculty member within three (3) working days of receiving written notification.
- The faculty member's supervisor will advise the faculty member, in writing, of the supervisor's decision within two (2) working days of the meeting.

- If the matter is not resolved to their mutual satisfaction, the faculty member may, within two (2) working days of receiving the supervisor’s written decision, submit a written request for appeal to their Dean. This request shall include a summary of the decision in dispute, the grounds for the appeal, and the proposed remedy.
- The Associate Dean and/or Dean will hold a meeting with the faculty member and the supervisor within three (3) working days of receiving the faculty member’s written appeal. The Dean will advise the faculty member in writing of their decision within two (2) working days of this meeting.
- If the faculty member disagrees with the Dean’s decision, the faculty member has two (2) working days to initiate a formal appeal by submitting a completed [Work Assignment Appeal Form](#) to their Dean and Vice President, Teaching and Learning.
- The Vice President, Teaching and Learning will, within two (2) working days from receipt of the Work Assignment Appeal Form initiate the formation of an Appeal Panel.
- The Appeal Panel will convene within five (5) working days of receiving the faculty member’s Work Assignment Appeal Form from the Dean.
  - The Appeal Panel will review documentation, interview parties as necessary, and render a final decision.
- The Appeal Panel will notify the faculty member, in writing, of their decision within two (2) working days of the meeting. The decision of this panel will be final.

The faculty member may select an attendant to assist them through the appeal process. An attendant is an individual selected by the faculty member to consult with, accompany, or assist at any formal meeting related to the appeal. The attendant may observe but may not participate in any proceedings without the permission of a designated college official.

**Appeal Panel Membership**

- One Chair appointed by the Vice President, Teaching and Learning. The Chair will not have been already involved in the work assignment decision under appeal. The Appeal Panel Chair normally will be a Dean or Associate Dean from a different Faculty.
- One unaffiliated Chair/Associate Chair.
- One Faculty Association Executive Member (if possible this will be the Vice President, Faculty Welfare).

**Appeal – Procedures Summary**

WHO	WHAT	WHEN
Faculty Member	When a concern arises with the work assignment, the faculty member should talk to their immediate supervisor to resolve the issue.	As soon as possible after being advised of the work assignment.
Faculty Member	If issue is unresolved, notify	As soon as possible after meeting with

	the supervisor, in writing, that they have a concern with their work assignment.	supervisor.
Supervisor and Faculty Member	Supervisor and faculty member meet to discuss the issue and attempt resolution.	Within 3 working days of receiving the written notification.
Supervisor	The supervisor shall notify the faculty member, in writing, of the supervisor's decision.	Within 2 working days of the meeting.
Faculty Member	If issue is unresolved, notify the supervisor, in writing, that they continue to have a concern with their work assignment.	Within 2 working days of receiving the supervisors written decision.
Supervisor	The supervisor shall arrange a meeting of the supervisor, faculty member, and Dean to discuss the work assignment.	Within 3 working days of the written request.
Dean, Supervisor, and Faculty Member	The Dean, supervisor and faculty member meet to discuss the issue and attempt resolution.	Within 2 working days the Dean shall notify the faculty member, in writing, of their decision.
Faculty Member	If the faculty member disagrees with the Dean's decision, the faculty member initiates an appeal by submitting the Work Assignment Appeal Form to the Dean and Vice President, Teaching and Learning.	Within 2 working days of receiving the Dean's decision
Vice President, Teaching and Learning	Initiates an Appeal Panel.	Within 2 working days of receiving the Work

Definitions:
Related Information:
Related Documentation:
Next Review Date:
Revision History:

		Assignment Appeal Form.
Appeal Panel	Meets to review documentation, interview parties, as necessary, and render a final decision.	<p>Within 5 working days of receiving the Work Assignment Appeal Form from the Vice President, Teaching and Learning</p> <p>Within 2 working days of the Appeal Panel meeting, the Panel Chair shall notify the faculty member, in writing, of the decision.</p>

**Attendant:** An individual (e.g., Faculty Association Executive Member, colleague, or friend) selected by the faculty member to consult with, accompany, or assist at any formal meeting related to the appeal. The attendant may observe but may not participate in any proceedings without the permission of a designated college official.

**Notice:** Written notice delivered by any reasonable means.

**Reasonable:** Moderate and fair in the circumstances.

**Unaffiliated:** Status of an individual participating in adjudicating an appeal who has not had a prior involvement or is not in a conflict of interest or potential conflict of interest as described in the Code of Conduct Policy in hearing the work assignment appeal.

- [Code of Conduct Policy](#)
- [Faculty Work Assignment Policy](#)
- [Work Assignment Appeal Form](#)

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March 2015: New