

University of Maryland School of Medicine Scholar Fellow Policy
Updated March 4, 2015

PURPOSE	PG.	2
SELECTION, APPOINTMENT & DURATION OF APPOINTMENT	PG.	2
SCHOLAR FELLOW TITLES	PG.	2
OFFER LETTER AND LETTER OF APPOINTMENT	PG.	3
UNRELATED ACTIVITIES / ADDITIONAL EFFORT	PGS.	3-4
PAY/ STIPEND GUIDELINES	PG.	4
SICK, ANNUAL LEAVE, PERSONAL & HOLIDAY LEAVE	PGS.	4-6
APPLYING FOR AWARDS	PGS.	7-8
PROFESSIONAL DEVELOPMENT	PG.	8
GUIDANCE AND MEDIATION	PG.	9
CONDUCT AND DISCIPLINE	PG.	9
TERMINATION	PG.	9
GREIVANCES	PGS.	9-11
APPEAL OF TERMINATION	PG.	11

PURPOSE

The purpose of this Policy statement is to provide guidance for the School of Medicine (SOM) Scholar Fellows. This Policy establishes procedures for hiring and appointing Scholar Fellows, duration of the appointment, pay guidelines, vacation and annual leave policy, professional development opportunities, and grievance procedures. The Dean's Office, through the Office of Postdoctoral Scholars (<http://medschool.umaryland.edu/postdoc/>) and the Office of Academic Administration (<http://medschool.umaryland.edu/academicadmin/fellow.asp>) administers this policy

SELECTION, APPOINTMENT AND DURATION OF APPOINTMENT

Scholar Fellows are generally recruited to the institution by the faculty mentor with whom they will work. Because Scholar Fellows are trainees and not faculty or staff, they are not subject to the University's competitive recruitment and selection practices. However, recruitment and selection of Scholar Fellows must be conducted in a manner that is consistent with the general principles of the University, including those regarding equal opportunity and non-discrimination.

Selection of a candidate and an offer of appointment must be completed with the final approval granted by the Dean or his/her designee. Offers, acceptances and appointments must be made in writing.

A Scholar Fellow is appointed on a yearly basis, and their appointment may be renewed annually based on satisfactory performance and availability of funding. Reappointment requires approval of the Mentor and Unit Head. No individual may be in the status of a Scholar Fellow for more than 5 years; however, the Dean may approve additional terms of appointment for a Scholar Fellow in extenuating circumstances if/when at the end of an appointment it can be documented and justified that there would be an additional or continued mutual benefit to the School and the trainee.

Reappointment letters will be generated by the faculty mentor's department.

Before the reappointment for the 4th year of a Scholar Fellow, it is expected that the faculty mentor and the Scholar Fellow meet to discuss training and career-related goals and complete an individual development plan (IDP). This IDP should be submitted to the Office of Postdoctoral Scholars before reappointment for a 4th year as a Scholar Fellow. An additional IDP should be filled out by the faculty mentor and the Scholar Fellow and submitted to the Office of Postdoctoral Scholars before reappointment for a 5th year as a Scholar Fellow. IDPs should be submitted no later than two months prior to the expiration of the current appointment.

SCHOLAR FELLOW TITLES

The School of Medicine supports the following titles for Scholar Fellows:

For those whose stipend is funded at least 50% through the University of Maryland, Baltimore Payroll System:

Post-Doctoral Fellow: This title applies to all fellows who have obtained a terminal doctoral degree and who are paid through University funding sources. These appointments are most typically funded through a faculty member's grant funds but may be funded through other sources.

Research Fellow: This title applies to all fellows who have NOT obtained a terminal doctoral degree and who are paid through University funding sources. These appointments are most

University of Maryland School of Medicine Scholar Fellow Policy
Updated March 4, 2015

typically funded through a faculty member's grant funds but may be funded through other sources. The expectation is that scholar fellows holding the Research Fellow title will typically be appointed for a much shorter period of time than the 5 years allowed for Post-Doctoral Fellows; to be generally 1 year or less.

For those whose stipend is funded at least 50% by direct agreement between the scholar fellow and an institution outside the University of Maryland, Baltimore:

Visiting Post-Doctoral Fellow: This title applies to all fellows who have obtained a terminal doctoral degree and who are compensated directly through an arrangement made between the scholar fellow and an institution outside the University of Maryland Baltimore.

Visiting Research Fellow: This title applies to all fellows who have NOT obtained a terminal doctoral degree and who are compensated directly through an arrangement made between the scholar fellow and an institution outside the University of Maryland Baltimore. The expectation is that scholar fellows holding the Visiting Research Fellow title will typically be appointed for a much shorter period of time than the 5 years allowed for Post-Doctoral Fellows; to be generally 1 year or less.

OFFER LETTER AND LETTER OF APPOINTMENT

A written letter of offer/appointment will be provided to the Scholar Fellow candidate. This offer must first be approved by the Department Chair/Program Director/Center Director/Institute Director. The offer may then be reviewed and accepted in advance by the scholar fellow pending final Dean approval as represented by the signature of the Dean or the Dean's designated administrative representative.

Each offer letter should contain the following information:

- Scholar Fellow name and degree
- Proposed title
- Mentor name
- Department and division's name
- Stipend level and benefits
- Relevance of background to work
- Expected roles and responsibilities of the Scholar Fellow
- Full-time or part-time; if part-time, the percentage of effort (e.g. 50%)
- Leave allowances
- Start date
- For International Scholar Fellows, statement that the appointment is contingent on the Scholar Fellow obtaining appropriate lawful status and authorization to work in the United States for the period of appointment; and that expiration of such status and/or work authorization is grounds for termination of the appointment
- Overview of Research Career Development Activities

UNRELATED ACTIVITIES/ADDITIONAL EFFORT

Unless otherwise specified in the Letter of Appointment, all Scholar Fellows are considered full-time appointees. Any additional effort that is not related to the Scholar Fellow role and responsibilities must

be accomplished in time that is above and beyond the work week as specified in the Letter of Appointment. University resources, including laboratory space, offices, equipment and supplies may not be used by the Scholar Fellow for matters unrelated to the role and responsibilities of the Scholar Fellow's University appointment.

If additional effort or non-related activities are deemed by the mentor or supervisor to interfere with duties associated with the Scholar Fellow's roles and responsibilities, the Scholar Fellow must immediately discontinue those responsibilities. Failure to do so is grounds for dismissal.

Activities unrelated to the Scholar Fellow's appointment including those associated with outside employment cannot be conducted during working hours or involve any School/ University resources.

It is anticipated that the faculty mentor will provide appropriate opportunities to the Scholar Fellow for career training. There may be a need to create training opportunities that are important for career development (e.g., teaching, mentoring graduate students, committee service, etc.). Thus, with the approval of the faculty mentor, Scholar Fellows may take on additional short term and special responsibilities at the University (e.g. mentoring students, teaching/lecturing under the designated teacher of record, and participation in University sponsored events). International Scholar Fellows under UMB immigration sponsorship must obtain approval from the Office of International Services prior to engaging in any additional responsibilities outside the scope of their Scholar Fellow appointment.

PAY/ STIPEND GUIDELINES

The faculty mentor or supervisor, in consultation with and approval of the School administration, has discretion to set the amount of monetary compensation for a Scholar Fellow, provided the compensation is equitable as compared to similarly-situated Scholar Fellows within the designated unit, and provided monetary compensation meets the requirements of the School/ University (as stated below) and the funding source.

The School of Medicine (SOM) sets minimum compensation for Scholar Fellows who are appointed at the title of Post-Doctoral Fellow. (This minimum does not apply to Research Fellows, Visiting Post-Doctoral Fellows or Visiting Research Fellows). Regardless of departmental budget constraints, under no circumstances may compensation be less than the amount specified for trainees with "Zero (0) Years Postdoctoral Experience," by the National Institutes of Health, Office of Extramural Research, Guide to Grants and Contracts/Recent Notices. See: <http://grants.nih.gov/training/nrsa.htm>. Further, the SOM *strongly recommends* that Scholar Fellows with the title of Post-Doctoral Fellow with greater than zero (0) years' postdoctoral experience be compensated with no less than the current amount associated with the Scholar Fellow's years of experience as a Scholar Fellow, as specified for trainees by the National Institutes of Health, Office of Extramural Research, Guide to Grants and Contracts/Recent Notices. See: <http://grants.nih.gov/training/nrsa.htm>.

The SOM recognizes the periodic stipend level adjustments put forth by the NIH as soon as these new guidelines are announced. It is expected that any fellow with the title of Post-Doctoral Fellow who is making less than the newly announced stipend level for zero (0) years' postdoctoral experience will receive a pay increase by her/ his next annual appointment renewal date to, at minimum, bring her/his stipend level in line with the new zero (0) years' experience level..

NOTE: These pay guidelines do not apply for those appointed to the Research Fellow, Visiting Post-Doctoral Fellow and Visiting Research Fellow titles

SICK, ANNUAL, PERSONAL AND HOLIDAY LEAVE

Scholar Fellows are not covered by the University's vacation or other paid leave policies applicable to staff and faculty. Scholar Fellows are provided with a limited amount of time for absence due to unexpected sickness or family emergency, annual leave, holidays and personal days, as detailed below. Leave allowances are pro-rated for Scholar Fellows who are appointed on a part-time basis (i.e. less than 100% Full-Time) or for a short-term appointment (i.e. less than one year). For example, a Scholar Fellow with a half-time appointment is granted a minimum of 7.5 Sick Days and 5 Annual Days.

ANNUAL LEAVE

Scholar Fellows are entitled to **10 days of compensated/stipend covered annual leave per year**. An increased number of annual leave days may be negotiated between the Scholar Fellow and mentor. The award of additional annual leave days should be managed on an equitable and non-discriminatory basis through the unit (Department, Center, Institute, Division, etc.).

All annual leave schedules must be approved by the mentor or supervisor. Whenever feasible, annual leave time should be requested in advance to allow for accommodation of the absence (suggest one-week advance notice for requesting one day of leave; two weeks of advance notice for two-five days of leave and three weeks of advance notice for leave requests that are longer than 5 days). Progress in the Scholar Fellow's research and the scheduling of experiments (for laboratory-based scholars) or other responsibilities may be considered when setting annual leave schedules and approving requested leave.

SICK LEAVE

Scholar Fellows are eligible to receive **up to 15 days of compensated/stipend covered sick leave** per year. This leave is available for absences due to sickness and appointments with health care providers. When possible, Scholar Fellows should provide reasonable notice to their mentor when scheduling non-emergency health appointments.

PERSONAL LEAVE

Scholar Fellows are eligible to **receive up to 3 days of compensated/stipend paid personal leave** per year. Personal leave may be requested with minimal notice.

HOLIDAY LEAVE

Scholar Fellows are entitled to **compensated and/stipend paid holiday time on appropriate university-acknowledged holidays**. UMB's Office of Human Resource has the following on its website regarding holidays: <http://www.umaryland.edu/hrs/benefits/leave-programs>

TERMS AND CONDITIONS OF PAID LEAVE BENEFITS

- No annual leave, sick leave, personal leave or holiday leave may be carried over to a new reappointment year. Leave does not accrue and any unused leave hours/days from one appointment year can/will not be carried over to a new or re-appointment year.
- Annual, personal and sick leave will be made available in total on the 1st day of the Scholar Fellow appointment and with reappointment annually.
- Unused annual, personal, sick leave will not be paid out when the Scholar Fellow appointment ends.
- Scholar Fellows are expected to follow the unit guidelines for requesting and reporting leave. Tracking leave is the responsibility of the unit in which the Scholar Fellow is appointed.

LEAVE OF ABSENCE WITHOUT PAY (LOAWOP)

Scholar Fellows may request a Leave of Absence Without Pay (LOAWOP) normally not to exceed 16 weeks. In most situations, it is expected that the individual requesting the leave has been serving as a scholar fellow for at least 12-months to be eligible for a LOAWOP. A LOAWOP for a scholar fellow requires the approval of the scholar-fellow's supervisor, unit head (chair or director), Dean's Office and Office of the Vice President for Academic Affairs (VPAA). The scholar fellow must make a written request to the supervisor including start date, end date and reason for request. If supported by the supervisor, a written request must then be forwarded to the Dean by the unit's Director/Chair. The request must include name of fellow, fellow's supervisor, start date, end date, reason for leave and indication of support. The Dean's Office will then seek Dean/Designee and UMB Vice President for Academic Affairs/Designee approval. If the Scholar Fellow has health insurance through UMB/payroll deduction, and is not on approved Family Medical Leave (FML) as described below, the fellow on LOAWOP would have to continue health insurance via COBRA or another healthcare option.

FAMILY AND MEDICAL LEAVE (FML)

Scholar Fellows compensated via UMB payroll may be eligible for Family and Medical Leave (FML) if they meet the eligibility requirements (refer to "eligible employees" section of the UMB Family and Medical Leave Policy: <http://www.umaryland.edu/hrs/leave/#fml>) Eligible Scholar Fellows using FML are required to use/exhaust all available forms of paid leave prior to leave without pay

- All paid leave is used concurrently with FML and is part of the 12 weeks total that may be approved per calendar year. For example: if a Scholar Fellow is approved for 12 weeks of FML and has 8 weeks of paid leave available, they would use the 8 weeks of paid leave and the remaining 4 weeks would be unpaid/leave without pay under FML.
- The employer portion of premiums for health insurance (if the Scholar Fellow has health insurance through UMB/payroll deduction), will continue to be paid during all approved FML leave. If the Scholar Fellow will be unpaid for any portion of FML, he/she will be responsible for making direct-pay arrangements for his/her portion of the health insurance premiums.

Note: All Scholar-Fellows within the School of Medicine who qualify for FMLA will be granted a minimum of 8 weeks paid "parental leave" (*) per the recommendations of NIH. These 8 weeks of paid parental leave would run concurrent with approved FML and would include/incorporate all available sources of paid leave that the Scholar Fellow has available. **(If a Scholar-Fellow has less than 8 weeks of unused leave the mentor is expected to bridge the funding gap so that 8 weeks of paid parental leave is provided.)**

(*) Note: "parental leave" as it relates to Scholar Fellows and this SOM policy is not referring to the UMB policy on Parental Leave that covers Faculty and Staff. Paid "parental leave" for Scholar Fellows will be tracked internally within departments in the same manner as all other paid leave use for purposes of payroll.

(**) In order to be granted paid "parental leave", the Scholar Fellow must put a request in writing to the appropriate PI/Mentor or departmental authority and have that signed/approved. Copies of the approval should be given to the department payroll rep as well as the person in the department who

University of Maryland School of Medicine Scholar Fellow Policy
Updated March 4, 2015

tracks/audits/monitors all paid leave use for Scholar Fellows. A copy of the signed/approved request should also be sent to the SOM Dean's Office of Academic Administration for the Scholar Fellow's file.

Scholar Fellows compensated via Accounts Payable who have been granted approval for a leave of absence for **Family and Medical Reasons, including Parental Leave**, from the Scholar Fellow's granting authority (usually NIH) may receive continued health insurance coverage for up to twelve (12) weeks. Similar to the procedure outlined above for the other categories of Scholar Fellows, those paid via Accounts Payable are required to use available paid leave prior to leave without pay for the approved leave of absence period. This paid leave will reduce the 12 weeks eligibility for continued health insurance coverage under the approved leave of absence period from the granting authority.

APPLYING FOR AWARDS

The following policy applies to post-doctoral Scholar Fellow trainees ("postdocs") within SOM who wish to apply for extramural grants from NIH, other federal granting agencies, foundations, or industry.

Purpose:

SOM identifies grant preparation and development of an independent research program as two independent critical steps in the career development of a postdoctoral fellow as they progress to independent scholarship. SOM policy regarding postdoc grant submissions is designed to support postdoc education, and subsequent transition to faculty status, when appropriate, as defined by the postdoc's faculty mentor and Unit Head/Department Chair. The faculty mentor is generally defined as the faculty member whose grant pays the postdoc's salary and who is directing the postdoc's research effort.

Policy regarding post-doctoral training or research grants:

With approval of their faculty supervisor-mentor and the departmental chair, UMSOM postdocs may apply for any grant that specifically identifies postdocs as candidates, such as postdoc fellowship training grants from federal (e.g. NRSA) and non-federal [e.g. professional subspecialty society] sources. Generally, these may be training grants that support salary, research grants that provide direct support for a particular research project, or hybrid grants (partial support for salary and research expenses) for which a faculty appointment is not a prerequisite.

Procedure regarding post-doctoral training or research grants:

Faculty mentor and department chair approval of a grant submission is required for training or research grant submission by a postdoc. All such awards to postdoc are administered by the faculty mentor's department. No special documentation of departmental approval or Dean's office waivers are necessary beyond standard routing procedures, unless they are required by the funding agency in the request for proposals. Each decision by UMSOM and UMB regarding grant submission is on a case by case basis.

Policy regarding Independent or transitional research grants submission by a postdoc:

The relevant department chair has final approval regarding whether to offer a faculty appointment to a postdoc as a prerequisite for the postdoc to submit an application for an independent research grant.

Procedures regarding Independent or transitional research grant submission by a postdoc:

The faculty mentor and the department chair must agree that the postdoc is ready to apply for mentored or independent faculty research funding, such as an NIH R (R03, R21, or R01), NIH K (K03, K08, K99), or an independent research project grant from a foundation (e.g., AHA or ACS faculty research grant) that requires a faculty appointment as a criterion for submission.

The fact that a candidate may technically meet the qualifications to apply for external funding should not be interpreted as an entitlement to apply for the award as School/department resources may not be available and/or the department's research vision may not be compatible with the commitment to advance the candidate to faculty status.

The candidate's career plan and proposed faculty title (e.g. Instructor, Research Associate, etc.) are discussed and agreed with the department chair, and a faculty mentoring plan developed. It is the department chair's discretion whether or not to support the postdoc's candidacy for a faculty appointment. Support must be conveyed in writing as a condition for routing and approval of the grant application by the SOM Research Office. In doing so, the chairperson stipulates the space, and institutional support and duration of support, including a recommendation for a faculty appointment. If departmental support for faculty appointment is conditional upon the outcome of the grant application process, this condition must be disclosed in writing to the postdoc and the candidate's faculty mentor.

Upon receipt of a Notice of Award or other advice indicating that the postdoc's independent grant application will be awarded, and as a prerequisite to routing of the grant award by SOM, a request for faculty appointment is routed through the Office of Academic Administration for approval through standard channels (FRIS routing and approval, position advertisement or waiver approval, etc; please refer to: http://medschool.umaryland.edu/academicadmin/appt_full.asp) Assuming that all required elements of the appointment are provided and meet with the Dean's approval, the School of Medicine will then support award acceptance, and route the award for campus approval through COEUS. Each decision by UMSOM and UMB regarding grant submission, award acceptance, and faculty appointment is considered on a case by case basis.

PROFESSIONAL DEVELOPMENT

Orientation and Information: The Office of Postdoctoral Scholars (OPS) will provide an annual orientation of campus resources and access to websites that contain all relevant policies and procedures applicable to postdoctoral scholars.

Professional Development Opportunities: The Office of Postdoctoral Scholars (OPS) will support professional development opportunities for Scholar Fellows which may include: seminars, workshops and individual career and funding opportunity counseling sessions. More information is available at <http://postdoc.umaryland.edu>.

University of Maryland School of Medicine Scholar Fellow Policy
Updated March 4, 2015

Information for Faculty Mentors and Staff: Faculty and staff who supervise and/ or administratively support Scholar Fellows must be familiar with the School/ University policies and procedures. More information is available at <http://postdoc.umaryland.edu>.

Faculty members are expected to make reasonable efforts to provide time for Scholar Fellows to engage in research career development provided that ample notice is given and that attendance will not excessively negatively impact the research mission.

The Office of Postdoctoral Scholars (OPS) recommends that all faculty mentors and postdoctoral scholars utilize a formal Career Development Plan. Form is located at: <http://postdoc.umaryland.edu>

GUIDANCE AND MEDIATION

The Office of Postdoctoral Scholars is available to all postdoctoral scholars and faculty mentors to:

- Clarify policy questions and concerns
- Provide guidance and mediation on issues related to the Scholar Fellow's appointment

CONDUCT AND DISCIPLINE

All Scholar Fellows are expected to engage in the responsible conduct of research and to comply with the ethical precepts and codes of the academic profession, federal laws, State of Maryland laws, and University policies that govern those who use University resources. Violation of any of these constitutes the basis for disciplinary action.

TERMINATION

A Scholar Fellow appointment may be terminated by the Unit Head (Dean, Chair, Director), with or without cause, before expiration for disciplinary or non-disciplinary reasons, including the following:

- Incompetence or neglect of responsibilities
- Misconduct
- Inability to perform all of the essential functions and required duties of the appointment, with or without reasonable accommodation
- Violation of codes of conduct, policies, law, including rights and responsibilities for academic integrity
- Voluntary mutual agreement
- Expiration of lawful status and/or authorization to work in the United States
- Change in budgetary appropriations

Scholar Fellows are to be provided with a minimum of 60 calendar days' written notice when an appointment is to be terminated. Exceptions to providing the requisite 60 day notice may be sought through the SOM Dean's Office in extraordinary circumstances including, for example, academic misconduct.

The Scholar Fellow and mentor or supervisor may consult with the Unit Head, school administration and Human Resource Services to determine how early termination may affect ongoing research, funding, Scholar Fellow employee benefits, and other issues.

GRIEVANCES

The SOM is committed to providing an appropriate professional and educational environment for Scholar Fellows. To this end, the SOM has adopted a grievance policy specific to Scholar Fellows in order to ensure that certain matters (specifically enumerated below) are dealt with fairly and expeditiously.

Overview of Scholar Fellow Grievance Policy

This policy is to be used when a Scholar Fellow has concerns regarding:

- Workload volume and scheduling
- Inappropriate work assignments
- Termination of an appointment within the term of appointment
- Non-renewal of an appointment for improper reasons including reprisal for filing a grievance

The decision whether to renew an appointment is ordinarily at the discretion of the supervising faculty member and is not subject to this grievance process. However, as noted above, there is one exception: a grievance alleging arbitrary or capricious reasons for non-renewal or violations of the University's prohibition on retaliation based on the filing of a grievance.

Alternate policies exist if a Scholar Fellow wishes to file a grievance regarding: alleged sexual harassment or discrimination based on disability, race or other protected status.

Disability Grievance - <http://www.umaryland.edu/disabilityservices/>

Sexual Orientation Grievance - <http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=165§ion=all>

Sex-Based Discrimination Grievance - <http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=169>

Concerns regarding suspected on-campus fraud or fiscal irregularities should be pursued through the confidential University System of Maryland hot-line mechanisms established in USM Policy VIII-7.10, "Policy on Reporting Suspected or Known Fiscal Irregularities" <http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=335> as well as institution fraud reporting policies and any relevant state or federal "whistleblower" laws.

PROCEDURE FOR FILING A GRIEVANCE

(1) Informal resolution

A Scholar Fellow who has concerns about a matter relating to his or her appointment must first attempt to resolve concerns informally with his or her mentor(s), supervisor(s), and/or department or unit head.

(2) Appeal of informal determination

If the concern is not resolved to the Scholar Fellow's satisfaction through the informal process, he or she may appeal the outcome by submitting a letter of grievance.

(3) Procedure for filing a letter of grievance

A. The Scholar Fellow must submit a written and signed statement of the alleged grievance to the Dean or his/her designee. The letter of grievance must be received within *30 business days of the conclusion of the informal resolution process*. Under exceptional circumstances, the time for filing may be extended at the discretion of the Dean.

B. The letter of grievance must:

- i) Contain a clear description of the facts giving rise to the grievance and any additional evidence the Scholar Fellow believes is relevant to the matter
- ii) Set forth the desired remedy; and be copied to the supervising faculty member and Department Chair

(4) Procedure for resolving a letter of grievance

A. Upon receipt of a letter of grievance, the Dean or designee will solicit a written response from the faculty mentor of the postdoctoral scholar.

B. The Dean or designee may choose to decide the grievance himself/herself or may select a panel to review the matter and make a recommendation to the Dean.

C. If the Dean chooses to appoint a panel, the following procedures will apply:

- i) The panel will consist of two Graduate School faculty members (one of whom shall chair the panel) and one Scholar Fellow. Each panel member shall be familiar with the postdoctoral scholar's discipline but may not be from her/ his lab, or department.
- ii) Either party to the grievance may request in writing to the Dean that a panel member be removed based on an allegation that the panel member has a conflict of interest. The decision to remove a panel member is solely within the discretion of the Dean.
- iii) The Dean or designee will provide the panel with the letter of grievance and the written response of the mentor.
- iv) If the panel so chooses, it may ask questions of the Scholar Fellow, the faculty mentor and other relevant parties.
- v) Participants may seek advice from legal counsel or other advisors. An attorney or advisor may provide a written submission on behalf of a party but the appeals process does not include a meeting or hearing in which counsel or an advisor meets with or addresses the panel.
- vi) *Formal rules of evidence do not apply.*

D. Upon conclusion of its investigation, the panel shall provide the Dean with a written report containing a statement of the issues, the panel's findings of fact, the controlling policy provisions, the panel's conclusions regarding the merits of the grievance, and a recommended disposition of the grievance, including any suggested remedy.

E. The Dean shall decide the grievance and fashion any necessary remedy, giving substantial weight to the findings, conclusions, and recommendations of the panel.

F. The Dean will convey a written decision and, where appropriate, indicate the appropriate remedy, to the Scholar Fellow, the faculty mentor, department chair and other relevant parties within 15 business days of receipt of the letter of grievance. Under exceptional circumstances, the time may be extended at the discretion of the Dean.

G. The decision of the Dean regarding the merits of a grievance and, where appropriate, the remedy, shall be final.

APPEAL OF TERMINATION

In the event the Scholar Fellow believes a termination decision was made for an improper reason, the Scholar Fellow may appeal to the Dean of the school in writing. An appeal will not affect the effective date of termination unless the Dean decides otherwise for good cause shown. The Dean, in consultation with the Senior Vice President, and Chief Academic and Research Officer will determine and implement the school or campus due process procedure applicable to the appeal.