

Appendix P
Student and Faculty Grievance Policy and Procedures
Department of Psychology
(approved: 11/06; revised: 2/7/07)

The Psychology Department responds to student or faculty grievances according to the policy described in the ECU Faculty Handbook. The department's Academic Practices Committee shall serve as the complaint resolution committee referred to in the Handbook.

The specific departmental procedure for handling student and faculty grievances is as follows. The individual wishing to lodge a grievance will contact the department chair (if the complaint directly involves the chair, the complainant will contact the chair of the Academic Practices Committee who will serve the role of the department chair in processing the complaint). The chair will attempt to resolve the problem informally. If that attempt fails, the grievant will be instructed to submit a letter describing the problem and the requested remedy to the department chair. Supporting documents may be attached to the letter. The chair will deliver the letter to the chair of the Academic Practices Committee who will then convene a meeting of the committee.

The committee will review the grievant's materials and meet separately with the grievant and the subject of the grievance. The committee will decide to support or not support the request (by majority vote of the entire committee) and communicate its decision to all parties involved.

As specified in the ECU Faculty Handbook appeals to committee's decision may be made on procedural grounds only to Dean of the College.