



APPEALS PROCESS

1. Large organisations operate through delegated authority and administrative decisions. In the case of XJTLU, SMT delegates much decision-making to academic units, administrative units, academic staff and professional services staff. This document details the process staff should follow to appeal a specific administrative decision. Grievance cases or requests for conflict resolution are dealt with by the *XJTLU Grievance Policy*, and (separately) the policy and procedures of the Review Board.
2. All administrative decisions may lead to a formal appeal. Some of the more usual might include:
 - a. PDR ranking
 - b. Promotion application results
 - c. Leave requests
 - d. Travel expenses and reimbursement
 - e. Individual workload allocation
 - f. Disciplinary actions
3. In the first instance a member of staff who wishes to appeal an administrative decision should attempt to obtain redress from the specific decision-maker within the framework of the policy or procedure that governed the decision.
4. A member of staff may appeal an administrative decision on one of the following grounds:
 - a. Due process was not followed in reaching the administrative decision in question;
 - b. The administrative decision will result in inequitable treatment in some way within the university;
 - c. The administrative decision is not consistent with policies and procedures of the university.

PROCEDURE FOR APPEALS

5. An appeal must be submitted in writing within 90 days of the receipt of the administrative decision, detailing the grounds on which the appeal is made and provide evidence, including documentation of the original administrative decision and a statement of attempt(s) to obtain

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redress. For Academic Staff written appeals should be submitted to the Academic Services Office; for Professional Service Staff written appeals should be submitted to HR.

6. Formally the appeal should be made by the head of academic unit or head of office on behalf of the appellant to the Vice President ultimately responsible for the administrative decision.
7. Prior to the submission of an appeal, appellants should discuss the circumstances and their concerns with their line manager, and subsequently their head of academic unit or head of office.
8. If a resolution cannot be reached or a reasonable case answered, then the head of academic unit or head of office can move the appeal forward.
9. If the appeal is against the administrative decision of a head of academic unit or office, then the appeal should be made directly to the line manager of the head of academic unit or head of office.
10. The appeal will be considered by a panel of three people, chaired by the Vice President in whose area of responsibility the initial administrative decision that is being appealed occurred. The other two members of the appeals panel will be appointed by SMT, bearing in mind the need for diversity across the university. In all disciplinary cases, the Head of HR will be one of the members of the appeals panel.
11. The panel will review the documentation and, if necessary, interview relevant parties for further details and/or clarification regarding the original decision.
12. The Chair of each Appeal Panel will report the result to SMT and to the appellant. In necessary cases the matter may be referred to a wider SMT discussion.
13. If the appeal is against the administrative decision of a Vice President then the appeal should be made to the Executive President. In this instance, the panel will be chaired by either the Executive President or another Vice President.
14. Appeals decision will be made and reported to the appellant within 15 days of the review.

Approval and Revision Log

Date	Approved by	Description
15 Oct 18	HoD Committee	Accepted in principle, suggested revisions
8 Nov 18	HoD Committee	Approved

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11 Dec 2018	SMT	Approved
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