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Parent Policy: [Postdoctoral Fellows Policy](#)

Postdoctoral Fellows Dispute Resolution Procedure

Office of Administrative Responsibility:	Postdoctoral Fellows Office
Approver:	Vice-President (Research)
Scope:	Compliance with University policy extends to all members of the University community.

Overview

The relationship between **Postdoctoral Fellows (PDFs)** and **faculty members** normally is close and productive; however, conflicts may arise between PDFs and faculty members. Every effort should be made to resolve disputes quickly.

Purpose

To require informal and formal **dispute** resolution procedures.

PROCEDURE

Attempts to resolve disputes informally between PDFs and another member of the University community are strongly recommended.

Either party involved in a dispute shall attempt first to resolve the dispute by meeting with the other party involved.

If the parties are not able to resolve the dispute, either party shall consult with the **unit head**.

If the unit head believes it to be beneficial, the unit head shall arrange for the necessary consultation and mediation.

When the dispute involves a PDF's academic performance, the PDF's supervising faculty member(s) shall still attempt to resolve the dispute informally, but shall follow a progressive corrective action process, including documentation of discussions, counseling, verbal and written warnings.

If an issue cannot be resolved at the department level, either party in the dispute may consult the Vice-President (Research) or designate, in attempting to find a resolution.

If the Vice-President (Research) or designate concludes that the dispute warrants consideration under a disciplinary procedure, the Vice-President (Research) or designate shall advise all parties of appropriate policies and procedures (either *Postdoctoral Fellows Disciplinary Procedure* or the relevant collective agreement(s)).

If the dispute cannot be resolved informally and the dispute does not warrant discipline procedures, the following formal dispute resolution shall be followed.

When the **respondent** is governed by a collective agreement the procedures shall conform to the provisions of the relevant agreement.

The **complainant** must write to the unit head, providing written details of the nature of the dispute, attempts made to resolve the issue, and the remedy sought.

The unit head shall investigate and attempt to resolve the dispute. If there is no resolution, the unit head will make a decision in writing. The decision must be made within five working days of receipt of written notification of the dispute.

Either party may appeal this decision in writing, stating the nature of the dispute and a proposed resolution, to the Vice-President (Research) or designate within five working days of receipt of written notification of the unit head's decision. The Vice-President (Research) or designate shall investigate and make a decision in writing regarding the dispute. The decision of the Vice-President (Research) or designate is final and binding.

The decision of the unit head and the Vice-President (Research) or designate may include:

- a. Directions to the complainant and respondent designed to improve their working relationship.
- b. A referral to another dispute resolution process contained in any University policies or applicable collective agreements.
- c. Any other orders that the unit head or the Vice-President (Research) or designate consider appropriate that are consistent with University policies and any applicable collective agreements.

The Vice-President (Research) or designate may extend any deadlines under this procedure and shall so advise the parties, in writing.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Postdoctoral Fellows (PDFs)	Individuals who are appointed as research trainees normally within five years from the completion of a doctoral degree or 10 years from the completion of a MD, DDS or equivalent.
Faculty Member	University faculty member who has been designated to oversee the activities associated with the scholastic opportunity of the PDF.
Dispute	A serious disagreement between a PDF and another member of the University community regarding matters other than the violation of University policy and procedures.
Unit Head	Applies to Chair of a Department, Dean of a non-departmentalized faculty, Director of an Institute.
Respondent	The person who replies to an appeal.
Complainant	Any person who has initiated a complaint against a PDF or a PDF who has initiated a complaint against another member of the University community under this set of procedures.

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

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