

## **APPENDIX I**

### **THE SOM ACADEMIC MERIT PLAN APPEALS COMMITTEE**

#### **AN APPEALS COMMITTEE AND APPEALS PROCEDURE FOR THE SOM FACULTY ACADEMIC MERIT PLAN**

An Appeals Committee will be formed by the election of seven (7) faculty members from the SOM. It will be called the **SOM Academic Merit Plan Appeals Committee**. It is charged with hearing appeals and grievances that arise from the Academic Merit Plan for the SOM.

#### **Outline of the Appeal Procedure**

1. Appeals related to annual merit ratings must be made directly to the Appeals Committee within 30 calendar days of the receipt of the written notification of the decision.
2. The Appeals Committee will make a determination of the merit of an appeal and will make a recommendation to the dean of the SOM for final action. Materials additional to those submitted to the Executive Committee may be considered by the Appeals Committee, provided there is reasonable justification as to why they were not submitted originally.
3. Further appeals are possible to the Health Center Appeals Committee and the Health Center Board of Directors as defined by the By-laws of the University.

#### **Membership**

Three members of the SOM Academic Merit Plan Appeals Committee will be from basic science departments and four members will be from clinical departments. All full-time SOM faculty who are covered by the annual Academic Merit Plan are eligible to serve on the Appeals Committee except those who serve on the Executive Committee of the Academic Merit Plan, or the Health Center Appeals Committee, and deans of any rank, department chairs, and Type II center directors. Members will serve for a three-year term with one-third of the committee elected each year. Members may serve no more than two terms consecutively. The Dean's Council will oversee an election to select the membership of the Appeals Committee.

**APPENDIX II**  
**RULES AND PROCEDURES OF THE SOM**  
**ACADEMIC MERIT PLAN APPEALS COMMITTEE**

**A. The Appellant:**

1. Must submit a written appeal with all supporting documents to the office of Faculty Affairs within 30 calendar days of receiving written notification of his/her merit rating and/or merit award. Exceptions may be made by the Senior Associate Dean for Faculty Affairs (SADFFA) for extraordinary circumstances (i.e. delayed notification, leave, illness, etc.).
2. May request a committee member recuse him or herself for conflict of interest.
3. Is responsible for ensuring that all pertinent materials related to the appeal are submitted to the SADFFA.

Supporting documents must include the following from the year pertaining to the appeal:

- a. an explanation of the appellant's reason(s) for submitting the appeal (maximum one page),
- b. the appellant's annual merit forms,
- c. the letter notifying the appellant of the final merit rating,
- d. the chair or center director's justification for the original rating, if submitted initially to the Executive Committee,
- e. additional materials as outlined in Appendix I, #2 Appeals Procedure, and the justification for their absence in the original merit packet submission.

**B. The Committee:**

1. Will ask its members if any should recuse themselves;
2. Will meet as needed to hear appeals;
3. A quorum (five or more voting members) will be required for a meeting to take place. A majority vote will be necessary to forward a recommendation to the dean.
4. Each committee member will review all submitted materials;
5. Will have access to and may review the details of the merit review procedures from other members of the applicant's division/department/center and for other members of the SOM;
6. Reserves the right to interview the appellant, appellant's chair/center director, and anyone who might provide pertinent information related to the process of an appeal;

7. Will attempt to render a decision within 60 days of receiving an appeal and all supporting documents. The committee will render a decision on an appeal no more than 180 days after an appeal and all supporting documents are received by the committee.

Once the Appeals Committee has voted, its recommendation to the dean will be sent, in writing, with a rationale, to the SADFFA, as liaison for the grievance process. The SADFFA will convey the recommendation to the dean of the SOM. Once the dean has rendered a decision to accept or reject the recommendation, the SADFFA will give the Appeals Committee's recommendation, together with the dean's decision, to the appellant, Academic Merit Plan Administrator, and appropriate department chair/center director will be notified in writing. Further appeal to the Health Center Appeals Committee must be initiated within 30 calendar days of being notified of the dean's decision. In addition, if the outcome affects salary or merit pay, the Chief Financial Officer of the SOM, Payroll and AAUP will be notified.

*Updated to align timeline for further appeal with timeline for initial appeal, by Dean's Office (Faculty Affairs) on September 17, 2018.*