

University of Sussex

Clerical and related staff reviews: grading appeals procedure

1. The Annual Review Procedures for Clerical and Related Staff state:

Appeals

An individual may appeal against a decision regarding an unsuccessful recommendation or personal submission through the Grievance Procedure for Clerical and Related Staffs.

2. The Grievance Procedure (E58) is available below.

Paragraph 5 states that "... the Personnel Officer will offer the member a choice of referring the grievance to the Vice-Chancellor or of referring it to a Committee... The Vice-Chancellor may designate another officer to hear the grievance; the Vice-Chancellor or the designated officer may discuss it with officers of the Union and of the University who are concerned, and the Vice-Chancellor or the designated officer will give the member of staff an opportunity to appear before him/her to state their case, accompanied, if they wish, by a friend, who may be a Union representative."

3. **Grievance Committee**

For grievances concerned with grading, the Grievance Committee will consist of four voting members, being two each nominated by the University and the Union, with the Chairperson being selected from among the four members and not having a casting vote.

This differs from the Grievance Committee for other matters (where there are three voting members, being one each nominated by the University and the Union and a Council member acceptable to both sides as Chairperson).

4. **Grievance Committee Procedures**

Please see Grievance Procedure PDF on the documents page of <http://www.sussex.ac.uk/humanresources>