

**LEBANESE AMERICAN UNIVERSITY
GRIEVANCE POLICY**

Approved by the University Executive Council on August 7, 2007

Approved by the Board of Trustees on September 6 & 7, 2007

Policy Statement:

The Lebanese American University believes in providing its employees and students with a fair and efficient process to present, and resolve, grievances arising out of the non-compliance or breach of an approved University Policy or Procedure.

All University constituents are encouraged to seek and obtain answers to questions, or concerns, relating to their involvement with the University, through available procedures.

Regular and effective communications between the University constituents reduces the likelihood of misunderstanding and conflict. The University expects and encourages students, staff, and faculty members to communicate openly, and regularly, so that their interests, and the University's interests, are best served.

Students, staff, and faculty members are entitled to utilize this Policy if the informal discussions did not result in disposing of the complaint to the satisfaction of the complainant, and provided the complained about matter involves a breach of a University Policy or Procedure.

Definition:

A Grievance is defined as an unresolved issue concerning a breach of a University Policy or Procedure that caused the grievant harm or damage.

This Policy does not apply to matters that are governed by alternative University review through applying other policies such as the Sexual Harassment Policy, the Fraud Policy, and the Code of Ethics etc...

This Policy applies whenever the grievance is not covered by any other existing University Policy.

Retaliation Prohibited:

The University, expressly, and unequivocally, prohibits retaliation against any person who files a grievance or assists a grievant in his/her efforts.

However, it is considered to be a serious misconduct if a grievance was filed and found to include deliberate false statements, and/or misleading and inaccurate facts. Such offense will be subject to the full range of disciplinary sanctions, including termination and dismissal for cause, and suspension.