A house staff physician (“HSP”) may file a grievance against the program and/or institution related to the work environment or issues related to the program or faculty. A HSP may also file a grievance if he/she has been placed on academic remediation, probation, or received notice of non-promotion or non-renewal of his/her program agreement.

**Work Environment, Program, or Faculty**

If the grievance relates to the work environment, the program, or the faculty, the grievance should be initially presented to the faculty advisor (if applicable), and program director or designee in an attempt to reach an informal resolution. If the HSP feels uncomfortable initiating the grievance with the program director, the grievance process should be initiated with the department chair. If the HSP feels uncomfortable initiating the grievance within the Program, or if attempts to resolve the grievance informally are unsuccessful, the grievance will be resolved by the DIO (Designated Institutional Official/Associate Dean for GME) (“DIO”) or designee, whose decision will be final.

**Academic Remediation, Probation, Non-Promotion and Non-Renewal**

If the grievance relates to academic remediation, probation, non-promotion or non-renewal, the HSP may submit a written grievance to the DIO or designee within five business days from the date of the notice of academic remediation, probation, non-promotion or non-renewal. After this time period, the HSP's right to grieve is forfeited.

**Grievance Process**

The DIO or designee will notify the Program Director or designee of the grievance. The Program Director or designee and the HSP will each submit a written report and supportive documentation to the DIO or designee within five business days of the DIO’s notice to the Program Director or designee of the filing of the grievance. The time period for submission of the reports may be extended at the DIO’s or designee’s discretion.

The DIO or designee will review all submitted information and render a decision. No hearing will be held in connection with the grievance proceedings and the DIO’s designee’s decision is final.

No punitive action (direct or indirect) or retaliation will be taken against a HSP initiating or filing a grievance or participating in a grievance investigation. Grievances regarding compensation, benefits, harassment, sexual harassment, discrimination, hospital facilities and operations or matters other than professional or educational activities are typically referred to the appropriate institutional authority rather than the GME Office. Any such perceived punitive action should be brought to the DIO’s or designee attention immediately. The DIO or designee shall investigate perceived punitive action and take appropriate action if necessary. The investigation will be kept private and confidential to the greatest extent possible, but absolute confidentiality cannot be promised because of the University’s duty to investigate and to talk to those persons who may have information about the matter. All University employees must cooperate in any such investigation.

If a HSP has grieved being placed on academic remediation or probation and he/she is subsequently notified of non-promotion or non-renewal, the HSP will not be able to grieve the non-promotion or non-renewal.