

## **E. STAFFING**

### **E.1. PROCEDURES ON GRIEVANCE, MANAGING PERFORMANCE, DISCIPLINE, DISMISSAL AND REDUNDANCY**

- i. This Ordinance shall apply to all staff employed by the City, University of London, except the President.
- ii. In relation to the staff referred to in paragraph i above, Council shall ensure that there are mechanisms in place for:
  - a) the handling of disciplinary cases, including the dismissal of such members of staff (following confirmation in post after his or her probationary period) by reason of misconduct and for appeals against disciplinary action or dismissals;
  - b) the dismissal of members of staff by reason of redundancy and appeals against such dismissals;
  - c) the dismissal of members of staff (following confirmation in post after his or her probationary period) by reason of unsatisfactory performance and appeals against such dismissals or other formal action taken;
  - d) the dismissal of members of staff on the grounds of capability including ill health or medical incapacity and appeals against such dismissals or other formal action taken;
  - e) the review of performance and progress of such staff during any probationary period to which the appointment or employment is subject, and for the dismissal of such staff during or at the end of their probationary period in the event of unsatisfactory progress or performance and appeals against such dismissals;
  - f) the dismissal of such members of staff for any reason other than the reasons specified in sub-paragraphs (a) – (e) above and appeals against such dismissals;
  - g) the handling of grievances raised by members of staff.
- iii. In determining procedures to be adopted under paragraph ii, City, University of London shall apply the following guiding principles:
  - a) to ensure that academic staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
  - b) to enable City to provide education, promote learning and engage in research efficiently and economically;
  - c) to apply the principles of justice and fairness; and
  - d) to apply the highest standards of academic and professional integrity, honesty and probity.

- iv. It is recognised that changes to the procedures agreed in June 2011 and adopted under paragraph iii would be subject to dialogue and agreement of the recognised trade unions.
- v. For the purposes of this Ordinance academic staff shall include any employee of City who is employed to engage directly in, or carry out, teaching or academic research.
- vi. Any procedure made under this Ordinance shall be construed in every case to give effect to the guiding principles in paragraph iii.
- vii. For the avoidance of doubt, any procedure adopted by City for the dismissal of academic staff by reason of redundancy shall not apply to a member of academic staff whose appointment was made, or contract of employment entered into, on or before 19 November 1987, and who has not been promoted after that date.
- viii. The former ordinances covering the Model Statute provisions will apply to actions taken in respect of academic staff prior to 11 July 2011. Cases initiated after that date will be covered by the procedures agreed under this Ordinance.