

Matching Appeals Process Teaching (& Scholarship) Staff

I INTRODUCTION

This procedure explains the process through which Teaching (& Scholarship) staff can submit an appeal against the Role Profile to which they have been matched.

The full appeal process consists of 3 stages (1 informal and 2 formal). The College aims to resolve all appeals at the earliest possible stage. Each level of appeal must be exhausted before moving to a subsequent stage.

2 PRINCIPLES AND SCOPE

- 2.1 Teaching (& Scholarship) staff who wish to appeal against the Role Profile, and therefore grade, to which they have been matched, should submit an appeal in accordance with the following procedure. This appeals procedure is the only mechanism through which an appeal can be lodged.
- 2.2 Appeals must be lodged within 42 days of the date of issue of a revised statement of terms and conditions letter. Appeals received outside the 42 day period will not be considered unless there are exceptional circumstances, (e.g. extended leave, hospitalisation, etc). Staff members in these circumstances should contact their HR Manager and cases will be considered on an individual basis.
- 2.3 The College will normally acknowledge receipt of appeals within 14 days and is committed to resolving appeals as quickly as practicable.
- 2.4 Teaching (& Scholarship) staff lodging an appeal may be accompanied at meetings by a Birkbeck trade union representative or Birkbeck colleague if they wish. The role of companion is to support the staff member. The role is not to act as a representative, the person accompanying cannot, therefore, ask and answer questions on behalf of the employee. They can, however, ask questions to increase their knowledge and understanding of the issues being discussed.

3 Grounds for Appeal

- 3.1 Teaching (& Scholarship) staff may appeal on grounds of a believe that they match more closely to an alternative Teaching Role Profile, on grounds of a belief that their role is not sufficiently covered by any of the generic profiles, or on grounds of a belief that there has been a procedural failing leading to an incorrect matching.
- 3.2 Once the grounds for appeal have been established in writing, at each stage of submission, they cannot subsequently be amended.

4 APPEALS PROCESS

4.1 Initiating the Appeals Process

- 4.1.1** The staff member should appeal in writing to HR using the Informal Appeal Meeting Request template email (Appendix I) within 42 days of the date of issue of their revised statement of terms and conditions letter (see 2.2).
- 4.1.2** If the grounds for the appeal are a belief by the staff member that their role is not sufficiently covered by any of the generic profiles, the meeting request should include full details of the duties that it is believed have not been factored into the matching decision.
- 4.1.3** On receipt of an Informal Appeal Meeting Request, HR will first check that the administrative process supporting the matching was carried out correctly. If administrative error is identified as the reason for an incorrect matching notification, the staff member will be advised of this and the error rectified. In such cases the appeal will be closed at that stage.

4.2 Stage I – Informal Appeal Meeting

- 4.2.1** A meeting will be convened with the appellant and Assistant Dean (or nominee), and Assistant School Manager who undertook the original matching, and a member of the HR team. The staff member may be accompanied as described at 2.4.
- 4.2.2** The aim of the meeting, wherever possible, will be to reach a resolution at this stage. This may be achieved through a mutual exchange of information. The focus of the discussion will be either the rationale for the original matching or this in combination with discussion of any additional information on duties supplied by the staff member (in cases where an appellant believes that their role is not sufficiently covered by any of the generic profiles).
- 4.2.3** The meeting may be adjourned temporarily by either of the parties to allow time for reflection.

Possible outcomes:

- a. the appellant is satisfied with the rationale offered and accepts the match to the Role Profile as originally notified;
 - b. the appeal meeting reveals additional information to that available at the initial matching, to the extent that the staff member is re-matched to an alternative Role Profile;
 - c. in the case of a staff member appealing on the grounds that their role is not sufficiently covered by any of the generic profiles, agreement that a unique job description will be developed and subsequently evaluated;
 - d. the appeal is not upheld.
- 4.2.4** The outcome of the meeting at Stage I will be confirmed in writing, typically within 21 days of the meeting. In the case of an unsuccessful appeal outcome notification will include the reasons that the appeal was not upheld.

4.3 Stage 2 – Appeal and Re-matching Panel

- 4.3.1** If the staff member remains dissatisfied with the initial matching decision, they have the option to submit a Re-matching Request form (Appendix II) to HR explaining why the Stage 1 outcome does not resolve their appeal. A completed hard copy of the form must be submitted within 14 days of the date of the Stage 1 outcome notification letter.
- 4.3.2** A Re-matching Appeal Panel will be convened, comprising an appropriate senior member of the Academic staff, the School Manager and a HR representative. The purpose of this panel will be to re-match the staff member to a Teaching Role Profile. The staff member has the option of addressing the Re-matching Appeal Panel, in which case their line manager must also attend. The staff member may additionally be accompanied as described in 2.4.
- 4.3.3** Where the staff member opts to address the Re-matching Appeal Panel, they will do so at the outset of the meeting with input from the line manager and then leave. The Panel will then proceed to re-match the staff member.
- 4.3.4** At the conclusion of the Stage 2 Appeal, **one** of the following outcomes will apply:
- a. the appeal is upheld – the staff member is matched to a higher level Teaching Role Profile
 - b. the appeal is denied – the staff member is matched to the Teaching Role Profile as originally notified.
 - c. alternative outcome – exceptionally the outcome of the appeal is that the staff member is matched to a Teaching Role Profile at a lower level than the original matching.
- 4.3.5** The staff member will typically be informed of the outcome of a Stage 2 Appeal within 14 days of the Re-matching Appeal Panel meeting.

4.4 Stage 3 - Appeal on Process

- 4.4.1** If at the conclusion of Stage 2, a staff member believes that there has been a procedural failing in the matching, a third and final appeal can be lodged on these grounds only.
- 4.4.2** The staff member should lodge the appeal in writing to HR within 14 days of the date of the Stage 2 outcome notification letter, stating where they believe that a fault has occurred in the matching process, which has consequently led to an incorrect matching.
- 4.4.3** The appeal will be heard by the Executive Dean (or nominee), with responsibility for the subject area and a member of HR. Any appropriate supporting documentation from Stages 1 and 2, or submitted at Stage 3 will be passed by HR to the Executive Dean (or nominee) for consideration. They will consider whether there has been a breach in process possibly resulting in an incorrect matching outcome.

4.4.4 Possible outcomes:

- a. a breach in process is identified that may have resulted in an incorrect matching, in which case a new evaluation of the role will be undertaken as per the appropriate stage;
- b. a breach in process is identified but at a level that would not have affected the matching outcome;
- c. no breach in process is identified.

4.4.5 The appellant(s) will be informed of the outcome within 14 days of the appeal meeting. This concludes the final stage of appeal.

5 RESPONSIBILITY

All those persons referred to within the scope of this policy are required to be familiar with its terms and process. Individual managers are required to keep within the spirit and intent of the policy. Any queries on the application or interpretation of this policy must be discussed with the Human Resources team prior to any action being taken.

Section 5

Appendix I

STAGE I - REQUEST FOR INITIAL INFORMAL APPEAL MEETING

Please complete this form and submit it to humanresources@bbk.ac.uk to request an Initial Informal Appeal Meeting. You will subsequently be invited to a meeting with the Assistant Dean (or nominee), and Assistant School Manager who undertook the matching, and a member of the HR team.

Name of appellant:		Employee number: (on payslip)	
School:		Department:	
Telephone number:		Contact email address:	
Name of Research & Teaching staff member to whom the role reports:			
Please outline the grounds for the appeal here, including details of any additional duties that it is questioned have been factored into the matching decision. Please also list any questions that I have for the panel:			
I wish to request an Initial Informal Appeal Meeting at Stage I in the Matching Appeals procedure.			
Appellant's signature:		Date:	
Please submit this form to Human Resources. Your form will be acknowledged within 14 days of its receipt. Please ensure that you keep a copy of this document.			

Section 5

Appendix II

STAGE 2 APPEAL – RE-MATCHING REQUEST

Please note that you may not submit this form without first having completed Stage 1 of the Appeals Process.

Please complete this form, attaching any supporting information in support of a request for your role at the College be re-matched to one of the four generic Teaching (& Scholarship) staff role profiles and submit the documentation to humanresources@bbk.ac.uk.

Please ensure that the content of the form and any supporting documentation has been discussed and agreed with the Research & Teaching staff colleague into whom this role reports.

Section 1 - Appellant's details			
Name:		Employee number: (on payslip)	
School:		Department:	
Telephone no:		Email address:	
Name of Research & Teaching staff member to whom the role reports:			

Section 2 - Grounds for appeal
<p>Please select one of the following:</p> <p><input type="checkbox"/> I believe that there has been a failing in procedure which has led to an incorrect matching decision.</p> <p>(In which case, please provide full details at Section 4.)</p> <p><input type="checkbox"/> I believe that one of the other four generic Teaching staff role profiles better describes the role that I undertake at the College.</p> <p>(In which case, please outline the reasons for this belief at Section 4, including the profile level to which you believe your role should be matched and details of the particular duties and amounts of time that you spend on those duties.)</p> <p><input type="checkbox"/> I do not believe that any of the four generic Teaching staff role profiles adequately describes the role that I undertake at the College.</p> <p>(In which case, please identify the role profile that you feel is the closest fit and give full details of all of the tasks and duties that you currently undertake that are not delineated within the generic profiles.)</p>

Section 2 - Grounds for appeal

Please provide the full grounds for your appeal here. Please be concise but provide all details without attachments.

--

Section 3 - Confirmation

Appellant's signature:		Date:	
Research & Teaching staff member to whom the role reports' signature:		Date:	

Please submit this form to Human Resources. Your form will be acknowledged within 14 days of its receipt. Please ensure that you keep a copy of this document.