

## LINGNAN UNIVERSITY

### Appeals Procedures for Staff Grievance Cases

1. As set out in the Staff Grievance Procedures adopted by the Council (Sixth Stage – Right of Appeal), a written appeal detailing may be lodged with the Appeals Committee (“the Committee”) of the Council in accordance with the following procedures.
2. Such appeal before the Committee is by way of a review of the decision made at the relevant stage of the Staff Grievance Procedures.
3. The member of staff concerned (“the Appellant”) who intends to appeal against the decision must give to the Secretary to the Committee (“the Secretary”) notice in writing of his/her intention to appeal to the Committee and at the same time lodge his/her written submission together with all relevant supporting documentation with the Secretary within 15 working days of being notified of the decisions.
4. The Secretary shall forward a copy of the notice of intention to appeal and a copy of the written submission of the appellant to the President (or delegate)/Grievance Hearing Panel as appropriate for written comments, which must reach the Secretary within 15 working days from the receipt of such copies of documents.
5. The Committee may consider and determine, as appropriate, the extension of the timelines set out in Section 3 and 4 above.
6. The Committee, as early as practicable, shall meet and consider the appeals, and in an appropriate case, the Committee may, prior to its formal meeting of the appeals, hold a preliminary meeting for the purpose of determining whether further information or clarification may be required from the University management/Grievance Hearing Panel and/or from the appellant, who may be invited to appear before the Committee at its formal meeting.
7. The Appellant who wishes to appear before the Committee in person at its formal meeting must indicate such a request in his/her notice of appeal, but the Committee reserves its right whether or not to accede to such request.
8. In arriving at a decision in its deliberation, the Committee may take into consideration all the relevant circumstances as to whether the decision on the appeal case is fair and reasonable, and in accordance with the legal and equitable principles.
9. The Committee shall within 60 working days after the receipt of the appeal, make a decision, and inform the appellant in writing within five working days from the decision is made.
10. The decision of the Committee on the appeals shall be final and a report thereof shall be made to the Council by the Committee.

Note: The Secretary of the Appeals Committee is the Secretary to the Council.