



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Faculty and Staff Grievance Procedure Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 08/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy establishes a clear and equitable process through which faculty and staff at St. John's College of Nursing may raise work-related concerns or grievances, and to clarify the advisory and decision-making roles of shared governance committees and the College Leadership Team (COLT), while recognizing the at-will employment structure governed by HSHS Human Resources policies.

Policy:

- I. **Policy Statement:**
St. John's College of Nursing affirms the right of faculty and staff to raise concerns related to their employment, academic responsibilities, or working conditions.

While all employees are subject to the at-will employment policies of Hospital Sisters Health System (HSHS), the College provides structured, internal mechanisms for advisory review through shared governance committees.

Final decisions on institutional grievances rest with the College Leadership Team (COLT), comprised of the Chancellor and two Deans.
- II. **Faculty Grievance Procedure:**
 - a. Faculty may submit concerns in writing to the Faculty Affairs Committee, which serves in a non-binding advisory capacity.
 - b. The Committee will review the matter and provide a written advisory recommendation to the COLT, which retains final decision-making authority.
 - c. The COLT determines institutional responses or referrals to HSHS Human Resources as appropriate.
- III. **Staff Grievance Procedure:**
 - a. Staff may submit concerns in writing to either the Student Affairs Committee (for student-related matters) or the Operations Committee (for administrative or employment-related matters), which serve in non-binding advisory capacities.
 - b. These committees will review the matter and provide a written advisory recommendation to the COLT, which retains final decision-making authority.



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- c. The COLT determines institutional responses or referrals to HSHS Human Resources as appropriate.

IV. Clarification of Roles:

All shared governance committees serve in an advisory capacity. The COLT is the sole decision-making authority on institutional grievance matters, except where such matters are governed by HSHS HR.

This policy does not override or supersede HSHS Human Resources policies, which govern all formal grievance procedures, disciplinary actions, and legal considerations related to employment.