

## Procedure for Graduate Students with a Faculty Concern

A graduate student may have a concern about their relationship with a faculty member in an advising, mentorship, supervisory, or other role outside the classroom. Examples of these types of potential concerns include but are not limited to: lack of appropriate or correct guidance on completion of degree requirements; direct and indirect actions that result in an inappropriate delay of a student's academic progress; failure to follow the Graduate School's policies or procedures; unclear or inconsistent expectations regarding a student's scholarly progress; a request for the performance of duties unrelated to academic progress; or a lack of availability to meet with a graduate student or a failure to provide a student with reasonably prompt responses to their questions and needs.

When concerns arise, a graduate student first should determine whether another University office or the Graduate School, as listed below, is better able to address the specific complaint or issue. If so, then that office should be consulted, and the graduate student should not employ the procedure regarding concerns with faculty as outlined below.

- Graduate student concerns related to academic disputes, including dismissal from a program as well as those that arise from matters involving scholarly competence and ethical scholarly behavior; thus, questions regarding evaluation of students, cheating on examinations, falsification or misrepresentation of research data and plagiarism should be addressed through the Graduate School's Academic Grievance Policy.
- Allegations of misconduct in the design, conduct or reporting of research supported by federal funds shall be handled through the procedures described in the university's policy concerning misconduct in scholarship published by the Office of University Research Services.
- Graduate student concerns about faculty or staff over fraud, abuse, and other misconduct or violations of University policy should be made online to the Ethics Line at www.luc.edu/ethicsline or by dialing 855-603-6988.
- Graduate student reports or complaints alleging discrimination or harassment based on a protected-class status, sexual misconduct, or related retaliation concerns involving a staff member, a faculty member, or a student should be filed with the Office of Equity and Compliance.
- Graduate student reports or complaints of student misconduct or student behavior that violates the Community Standards should be filed with the Office of Student Conduct & Conflict Resolution.

### Resources Available

There are several resources outside of the Graduate School available to a graduate student who has concerns about their faculty advisor and who would like to discuss the situation.

- Campus Ministry provides confidential counseling to graduate students.
- The Office of Student Conduct & Conflict Resolution provides multiple resources for graduate students who are seeking guidance related to conflict resolution.
- The Wellness Center provides counseling services to graduate students.

## **Procedure for Graduate Students with Concerns about Faculty**

A graduate student can consult with a staff member in the Graduate School about the process for addressing a concern about a faculty member. A graduate student on the Lakeside Campuses should contact the Assistant Dean for Student Services of the Graduate School. A graduate student on the Health Sciences Campus should contact the Student Wellness Coordinator in the Graduate School of that campus. These staff members will be able to answer questions, provide guidance on the process listed below, and/or recommend other University offices that can help with their concerns.

The graduate student should then review and engage in the steps below as appropriate to their specific concern. Many concerns can best be addressed by dialogue and discussion. The Graduate School hopes that open communication between all parties and mutual confidence in one another's goodwill will lead to the resolution of a problem in this manner. In any meeting, the graduate student should clearly indicate the topic of concern and articulate what they believe to be a fair remedy. They should document their concerns and the content of any meetings. At each of the steps described below, a witness or support person may accompany the graduate student to each meeting.

**Step One:** The graduate student should speak directly with the faculty member. If a discussion with the faculty member is not possible or results in an unsatisfactory outcome, the graduate student should go to Step Two.

**Step Two:** The graduate student should bring the concern to the Graduate Program Director (GPD). If the outcome of Step Two is unsatisfactory, the graduate student should go to Step Three. If the GPD is the source of the complaint, the graduate student should skip Step Two and go to Step Three.

**Step Three:** The graduate student should bring the concern to the appropriate faculty affairs representative in the school or college in which the faculty is affiliated (as listed below). If the outcome of Step Three is unsatisfactory, the graduate student should go to Step Four.

- If the faculty member is affiliated with the College of Arts and Sciences, the graduate student should bring the concern to the chairperson of the faculty member's department. If the outcome of that discussion is unsatisfactory or if the chairperson is the source of the complaint, the concern should be brought to the Senior Associate Dean for Faculty Affairs in the College of Arts and Sciences.
- If the faculty member is affiliated with Stritch School of Medicine, the graduate student should bring the concern to the chairperson of the faculty member's department. If the outcome of that discussion is unsatisfactory or if the chairperson is the source of the complaint, the concern should be brought to the Associate Dean of the Graduate School for the Health Sciences Campus.
- If the faculty member is affiliated with the School of Education, the graduate student should bring the concern to the Associate Dean of Academic Affairs and Community Engagement in the School of Education.

- If the faculty member is affiliated with the School of Nursing, the graduate student should bring the concern to the Executive Associate Dean for Academic Affairs in the School of Nursing.
- If the faculty member is affiliated with the School of Social Work, the graduate student should bring the concern to the Associate Dean for Academics in the School of Social Work.

**Step Four:** The graduate student should bring the concern to the Dean of the Graduate School for final review and decision.

This policy was approved by the Council of Graduate School Programs and by the Dean of the Graduate School on April 8, 2022