

Guidance Document 1

Definition of Roles

Complainant

Refers to the member of staff who has raised a complaint of concern that can't be dealt with informally and requires an investigation to be undertaken.

Member of Staff Under Investigation

Refers to the member of staff who is the subject of the investigation.

Line Manager

The Line Manager will normally be the direct line manager of the Member of Staff Under Investigation unless there is a conflict of interest for example, they are a witness, or they are the subject of a grievance or bullying and harassment claim.

Investigating Officer

The Investigating Officer is the person who plans and conducts the investigation under this Procedure to establish the facts of the case.

Witnesses

Witnesses might be required to participate in an investigation to provide important evidence that might help determine the outcome of an investigation.

Appeal Hearing Panel

The Panel of PNCC members assigned to consider an appeal of the formal process is the Appeal Hearing Panel (two Management and two Trade Union representatives). The Appeal Hearing Panel should not have previously been involved in the grievance case. Their role is to consider evidence presented at the appeal hearing and decide if the appeal is upheld, partially upheld or not upheld.

HR Representative – HRR

All investigations will be undertaken with the support of a representative of the Human Resources team.

Accompanying Trade Union Representative or Colleague

Their role is to support those involved in the process and assist them in preparing for meetings and presenting information to the Investigating Officer or Appeal Hearing Officer.

Footnote - Relevant Persons are those who are engaged in teaching and/or the provision of learning and/or research at the University of Aberdeen. Academic freedom includes freedom (within the law) for Relevant Persons to a) Hold and express opinion; b) Question and test established ideas and received wisdom; and c) Present controversial or unpopular points of view