

Appendix E

Levels of Decision Making

No panel member involved in the decision making process or in an advisory capacity at the hearing stage should be involved at the appeal stage.

Action	Fact-finding Officer	Decision making person/panel	Appeal
Minor matters – Verbal warning only	-	Line Manager	Institute Manager/Head of Professional Service
Matter referred to a disciplinary panel by the FFO	FFO should be of a higher grade than the employee subject to the investigation and from a different department.	Panel 1. Institute Director 2. Head of Professional Service Department In advisory capacity: HR Manager	<i>Against written or final written warning</i> 1. Pro VC (Students and Staff) (Chair) or Pro VC in her absence 2. Institute Director or Head of Professional Services Department In advisory capacity: HR Manager
			<i>Against dismissal</i> 1. VC/ Pro VC 2. Institute Director or Head of Professional Services Department 3. Lay member of council In advisory capacity: Deputy or Director of HR