Fairness Review Process

Highlights of the Process
Princeton University is committed to providing its staff members with an equitable and respectful work environment. On occasion, an employee may feel that a manager has taken a serious employment action against the employee that is unfair and/or inconsistent with applicable University policies and practices. In such circumstances the University provides a process to eligible employees for a panel of trained employees to review the case.

What is the Fairness Review Process?

The purpose of the Fairness Review Process is to provide the complainant and the respondent with the opportunity to present written information to a panel that assesses disputed or uncertain material facts submitted and determine if there are any mitigating or aggravating circumstances that should be taken into account to resolve the dispute.

Who is eligible for fairness review?

All benefits-eligible nonunion administrative and support staff served by the University’s Office of Human Resources are eligible, probationary biweekly-paid staff, executive officers, casual hourly and short term professional staff.¹

¹ The following groups have separate grievance processes and, therefore, are ineligible to invoke this policy: union members, PPPL employees, and the dean of the faculty staff.
What employment actions are covered?

This process covers unpaid suspensions, termination for unsatisfactory performance, and termination for failure to comply with University policy (misconduct/cause).

What resources will I have to assist me?

The Fairness Review Administrator can be contacted through the Office of Human Resources at (609) 258-3300 or hr@princeton.edu.

The Fairness Review Policy can be located at www.princeton.edu/hr/policies/statement/1.0/1.0.2/1-FairnessReviewProcess.pdf

What happens if I disagree with the Fairness Review Panel’s decision?

If either party believes that the Fairness Review Panel made a material procedural error in the course of the hearing or document review, that party may request a review of the panel’s decision by the University executive vice president. A material procedural error is defined by this policy as one that had a bearing on the decision reached by the panel. General unhappiness with the outcome shall not constitute grounds for an appeal on material procedural grounds and the panel’s decision will be final.
Complainant meets with the Fairness Review Administrator.

Complainant requests a panel review within 30 days of the discipline action.

Supervisor responds to the complainant.

The Panel reviews the case by either a document review or a panel hearing.

The panel decides to uphold, overturn, or modify the employment action.

The Fairness Review Administrator notifies all parties in writing.

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