



Policy Title:

Faculty and Staff Grievance and Harassment Policy

Policy Identifier:

A1.02f

Prepared by: PA Program Faculty	Creation Date: 01/01/2026
Reviewed by: PA Program Executive Committee	Review Date: 01/01/2026
Approved by: PA Program Executive Committee	Effective Date: 01/01/2026
Category: Administrative	

ARC PA Standard

A1.02f

Scope

This policy applies to all University of South Carolina (USC) School of Medicine Columbia Physician Assistant (PA) Program faculty and staff.

Policy Statement

The USC PA Program adopts and adheres to University of South Carolina policies governing faculty and staff grievances and allegations of harassment. These policies are defined, published, readily available, and consistently applied to all PA Program faculty and staff. Faculty and staff grievances are processed in accordance with [USC Policy HR 1.42 – Grievance](#).

Allegations of harassment, discrimination, or retaliation are processed in accordance with [USC Policy CR 1.00 – Prohibited Discrimination, Harassment, and Retaliation](#).

The PA Program ensures awareness of and access to these policies but does not supersede university processes.

Reason for Policy

To ensure compliance with ARC-PA Standard F by providing clear, accessible, and consistently applied processes for faculty and staff grievances and allegations of harassment.

Definitions

- **Grievance:** A formal complaint by a covered employee regarding an adverse employment action, as defined by USC Policy HR 1.42.
- **Harassment:** Unwelcome conduct that creates a hostile or offensive work environment or



interferes with an individual’s employment.

- **Retaliation:** Adverse action taken against an individual for reporting or participating in a grievance or harassment process.

Procedures

1. Faculty and Staff Grievances

- Faculty and staff may file grievances in accordance with USC Policy HR 1.42.
- Individuals are encouraged to seek informal resolution when appropriate.
- Formal grievances must be submitted in writing through the university’s Human Resources processes within required timelines.
- The university manages review, investigation, and resolution procedures.

2. Reporting Harassment or Discrimination

- Faculty and staff may report allegations under USC Policy CR 1.00 through:
 - Office of Civil Rights Compliance (OCRC)
 - Program leadership
 - University reporting systems
- Reports will be reviewed, investigated, and resolved through established university procedures.

3. Program Responsibilities

The PA Program will:

- Inform faculty and staff of applicable policies during onboarding and through program materials
- Maintain access to policies via program resources (e.g., handbook, website)
- Refer all formal complaints to the appropriate university offices
- Support individuals in accessing university processes

4. Non-Retaliation

Retaliation against individuals who report grievances or harassment or participate in investigations is strictly prohibited.

Contacts

Office of Human Resources

University of South Carolina

Office of Civil Rights Compliance (OCRC)

University of South Carolina

PA Program Director

History

Date of Change	Change
01/01/2026	Policy drafted into new template