Wisconsin Internship Consortium in Professional Psychology
Educational and Psychological Training Center
University of Wisconsin-Madison
Room 316 Educational Sciences Building
1025 West Johnson Street
Madison, WI 53706.1796

GRIEVANCE PROCEDURES

Any intern or faculty member who feels that they have been treated unfairly by a member of their WICPP-affiliated internship training site or WICPP has the right to address their concerns and receive prompt action regarding their grievance. To ensure a prompt and fair hearing of any complaint, and to protect the rights of those involved, the following general grievance procedures will apply:

1. Those involved are encouraged to first discuss any problems or concerns with the person to whom the grievance is directed. Interns are also advised to consult with their supervisors and/or the Director of Training, who are expected to be receptive to complaints, attempt to develop a solution with the intern, and to seek appropriate consultation as necessary.

2. If no agreement can be reached, the grievance should be brought to the WICPP Director of Training, who acts at the first level of adjudication and who will evaluate the grievance and try to negotiate a resolution. The Director of Training may alternatively decide to select a mediator who is agreeable to all parties involved in the grievance. Any grievance about the Director of Training may be brought to the EPTC Director, who then serves as the first level of adjudication. If the Director of Training (or EPTC Director) cannot negotiate an informal resolution satisfactory to both parties, either party may submit the issue in writing to the Director of Training, who then convenes an Ad Hoc Grievance Committee to review the grievance. The Ad Hoc Grievance Committee is charged with deciding on specific grievances and bringing this decision to the attention of the appropriate individual(s) or group(s).

Grievances should be submitted in writing to:

Jeffrey S. Hird, Ph.D.
Wisconsin Internship Consortium in Professional Psychology
University of Wisconsin-Madison
316 Ed Sciences Building, 1025 W. Johnson Street
Madison, WI 53706.1796

The written grievance request must contain brief explanations of the challenge or grievance, describe the desired resolution being sought, and specify which policies, rules, regulations, professional standards, or statutes have allegedly been violated, misinterpreted, or misapplied.

The formal grievance process may also be initiated if a party believes any aspect of the training program is unfair, biased, unprofessional, or not consistent with other policies or procedures of WICPP. The party is encouraged to consult formally or informally with APA, APPIC, his/her graduate program (as appropriate), or legal counsel about the problem, dissatisfaction, or grievance.

The Ad Hoc Grievance Committee includes the WICPP Director of Training, who chairs the committee, and two other Consortium Training Committee members. The EPTC Director will temporarily chair the Ad Hoc Grievance Committee in a grievance against the Director of Training.

3. The Ad Hoc Grievance Committee will meet within 30 days of receipt of the grievance or an alternative date as mutually agreed upon by both parties. All parties will be notified of the meeting date and may present its side of the grievance in writing to the Committee. At the discretion of the Committee, involved parties may be given an opportunity to appear before the Committee and provide additional information.
When a grievance involves an intern, an advisor may accompany an intern to the grievance meeting with the Committee but may not address the Committee directly without its permission. The intern's graduate program will be informed in writing of the grievance and kept apprised of the review process.

4. After reviewing the grievance and any other relevant information, the Ad Hoc Grievance Committee will determine a resolution. The Committee will maintain minutes of all its meetings and records of all testimony presented to it.

5. If the Ad Hoc Grievance Committee is not able to come to resolution, then the Grievance Committee may take any one or combination of the following actions: 1) refer the grievance to the next scheduled Consortium Training Committee meeting; 2) call a special Consortium Training Committee meeting to consider the grievance; 3) consult with legal counsel; 4) consult with other professional organizations (e.g., APA, APPIC), and/or 5) advise the Consortium Training Committee on particular areas of concern in the management of the grievance.

6. The Consortium Training Committee, upon request from the Ad Hoc Grievance Committee, will review and evaluate grievances not otherwise resolved. The decision of the CTC will be determined by majority vote, excluding the site which is involved in the grievance.

7. All involved parties will be informed in writing of the Ad Hoc Grievance and/or Consortium Training Committee's decision.

8. If the grievance is against an intern, the intern will be asked to indicate in writing whether he/she accepts or dispute the decision. If the intern accepts the decision, the recommendations will be implemented and the intern's graduate program will be informed of the grievance outcome. If the intern disagrees with the decision, he/she may appeal to the EPTC Director.

9. The EPTC Director will then evaluate all information and render a decision, which will be communicated to all involved parties and the Consortium Training Committee. If the grievance is against an intern, the intern's graduate program will also be informed of the appeal and appeal decision.

10. These procedures are not intended to prevent an intern from pursuing a grievance under other mechanisms available to site-specific employees (e.g., EEO) or under the mechanisms of any relevant professional organization (e.g., APA, APPIC). Interns are also advised that they may pursue any complaint of unethical or unlawful conduct on the part of psychologists licensed in Wisconsin by contacting the Department of Regulation and Licensing.

______________________________
WICPP Intern  Date

______________________________
WICPP Director of Training  Date