

**EMPLOYMENT POLICIES AND PROCEDURES**

1. The Board of Governors is responsible for setting the University's employment policies. The Vice-Chancellor is then responsible for their implementation under delegated authority. Matters of appeal against dismissal, however, are reserved to the Governing Body which periodically appoints panels of its non-staff and non-student members for this purpose.
2. The University has recently revised its employment procedures and introduced new Capability; Performance Improvement; and Disciplinary procedures, which were approved by the Board of Governors in November 2016.
3. The full set of procedures can be found on the University's portal and are accessible at <http://portal.solent.ac.uk/support/official-documents/policies-procedures-guidelines/human-resources.aspx>
4. They should also be cross-referenced with Section 8 of this Handbook, which gives the University's procedures for considering staff grievances, and Section 9, which describes the arrangements applicable to potential disciplinary matters.
5. Any queries concerning the content of the University's Human Resources policies and procedures should be referred to the Director of Human Resources, or to the Clerk to the Governors in matters of appeal.