

GRIEVANCE POLICY AND PROCEDURES

GRIEVANCE SUBMISSION AND RESOLUTION PROCESS

These guidelines are intended to provide the doctoral psychology intern with a means to resolve perceived conflicts. Interns who pursue grievances in good faith will not experience any adverse professional consequences. For situations in which an intern raises a grievance about an AK-PIC supervisor, staff member, and/or trainee, the following process will be followed. If the grievance is filed against non-AK-PIC professionals and the AK-PIC Training Committee determines the grievance has merit, the issue will be turned over to the employer agency.

INFORMAL REVIEW

The grieved individual should first raise the issue with the involved supervisor, staff member, or other trainee. If this level of intervention is unsatisfactory, the grieved individual should then seek support from the Training Director (TD) or, in the case of a conflict of interest, another faculty member in an effort to informally resolve the problem. The TD or faculty member will intervene in an informal manner attempting to resolve the grievance.

If this grievance is not resolved through the informal process, the TD or faculty member will initiate the formal review process. This decision to move into a formal review process will be made in collaboration with the grieved individual. Based on the nature of the grievance, faculty may initiate the formal review process in situations related to ethical, legal, and risk management violation.

AK-PIC Training Committee will determine the appropriate approach, including but not limited to, conflict resolution, mediation, or other appropriate form of resolution. The TD or faculty member will document the process and outcome of the informal review.

FORMAL REVIEW

If the matter cannot be satisfactorily resolved using informal means, the following will happen:

- A. A formal grievance in writing will be submitted by the grieved individual to the TD or designated faculty. The grievance will be reviewed by at least 3 members of the Training Committee determined by the TD or ATD as appropriate.
- B. The 3 selected members of the Training Committee will review the grievance, speak with the relevant parties, gather additional information, and develop a proposed plan of action.
- C. The findings and proposed plan of action will be brought to the AK-PIC Training Committee for approval.

- D. The approved plan of action will be put in writing and communicated with all relevant parties. Implementation will be monitored by the 3 selected members of the Training Committee.
- E. If the plan of action resolves the grievance, a letter of resolution will be drafted, approved by AK-PIC Training Committee, and the grievance will be closed. All relevant documents will be kept on file, indefinitely.

If the matter cannot be satisfactorily resolved through the formal plan of action, the following will happen:

- A. If the grievance is filed against an AK-PIC intern, AK-PIC due process can be initiated, by the AK-PIC Training Committee.
- B. If the grievance is filed against AK-PIC faculty, AK-PIC can turn over the grievance to the employer agency or APPIIC as appropriate.

TIMELINE OF RESPONSE

The grievance resolution process contains many steps. AK-PIC faculty will make every effort to address grievances in a timely manner. Each phase of correspondence/communication may take up to 10 business days.

Updated & Approved by AK-PIC Faculty on 04/24/26