**Extract from the Staff Disciplinary Code (updated September 2011)**

5.2.5 Within two (2) ***days*** of receipt of a ***written warning letter***, the ***employee*** may request the Human Resources Division, in writing, to have the letter reviewed by an impartial person appointed by the Vice-Chancellor or Deputy Vice-Chancellor: Academic and Student Affairs in the case of academic staff and the Registrar: Finance and Operations in the case of support staff. The grounds for the request must be set out in writing.

The person so appointed shall consider the reasons for the issuing of the letter, the objections thereto, and may at their own discretion, or, where so requested by either party, interview the ***employee*** and / or their ***representative*** and the ***Head of Department*** and / or Section or ***Supervisor*** concerned.

The ***employee*** shall be informed in writing within twenty-five (25) ***days*** of the decision which shall either be to reject or confirm the ***warning letter***. The decision shall be final.

Please note the following:

1. An appeal is only for a written warning letter or a final written warning letter. There is no appeal for a verbal warning;
2. Appeal Chairpersons may be internal or external to Rhodes University;
3. You must have reasons for the appeal in term of procedural or substantive fairness;
4. The Chairperson will decide on how to proceed with the appeal. The options available to him/her are:
   1. To review all the documentation from the original hearing;
   2. To review all the documentation from the original hearing plus to hear additional evidence on specific issues;
   3. To require that the hearing is run again, from the beginning.