



<b>Name:</b>	Faculty Grievance Committee				
<b>Purpose:</b>	To establish a procedure for the fair, orderly, and timely resolution of disputes that sometimes arise amongst faculty.				
<b>Sponsor:</b>	Faculty Senate				
<b>Chair:</b>	Elected from among membership				
<b>Recorder:</b>	Elected from membership				
	<b>Members (By Title or Constituency)</b>	<b>Member Type</b>	<b>Division/ Department</b>	<b>Voting (Y or N)</b>	<b>Other Notes</b>
	3 Faculty	At-large representative	School of Technical and Professional Studies	Y	
	3 Faculty	At-large representative	School of Fine Arts, Humanities, and Social Sciences	Y	
	3 Faculty	At-large representative	School of Sciences, Math, and Allied Health	Y	
<b>Membership Totals:</b>	9 full time Faculty.				
<b>Resources:</b>	Strategic Plan, Mission and Values, Faculty Handbook policy on Grievance, Faculty Input, and input of Deans, Chairs and other faculty leaders				
<b>Meeting Schedule:</b>	1 meeting per semester during the week before classes begin. All other meetings will be on an ad-hoc basis for hearing panels and committee needs.				
<b>Duties: Reviewed annually</b>	<ul style="list-style-type: none"> <li>• Review faculty grievance hearings at the request of faculty members</li> <li>• Make recommendations to the Provost about the outcome of the hearing</li> <li>• Develop and approve operating procedures for the grievance committee</li> <li>• Conduct PDI for stakeholders</li> <li>• 1 member will serve as a representative of the Grievance Committee on the Committee for Faculty Involvement</li> </ul>				
<b>HLC Alignment:</b>	2.A, 2.C, 2.D, 2.E				

# Faculty Grievance Committee Charter

Approved by Faculty Senate:  
(May 2023)

<b>Boundaries:</b>	<ul style="list-style-type: none"><li>• The Provost reserves final decision-making authority to the outcome of a grievance.</li><li>• <b>Committee recommendations to the college are related to the defined purpose of the committee and may be strategic, operational or improvement focused in nature.</b></li><li>• Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.</li><li>• All disputes are governed according to <a href="#">U of A System Board Policy 100.4</a>.</li></ul>
<b>Operating Guidelines:</b>	<ol style="list-style-type: none"><li>1. Annually review charter.</li><li>2. Annually train members on effective and efficient meeting practices using quality tools.</li><li>3. Annually select chair and recorder.</li><li>4. Review work delegated by Faculty Senate/Schools and assign work (with deadlines) to appropriate committees and/or members.</li><li>5. Provide feedback to appropriate college bodies.</li><li>6. Submit recommendations to Provost as needed.</li><li>7. Brief Faculty Senate monthly.</li><li>8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.</li></ol> <p><b><u>Committee/Council Business</u></b></p> <ol style="list-style-type: none"><li>1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.</li><li>2. Agenda items and related material may be submitted by group members and non-group members to the chair/liason for consideration. They should be submitted one week prior to the meeting by 5 PM.</li><li>3. Meeting notices and tentative agenda will be distributed at least five (5) days in advance of the meeting.</li><li>4. Minutes of proceedings--Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted to the portal in a timely manner.</li><li>5. All action items must be completed in a timely manner; preferably by the established deadline.</li></ol> <p><b><u>Meetings</u></b></p> <ol style="list-style-type: none"><li>1. Regular Meetings— Meetings will occur once per semester.</li><li>2. Special Meetings—As needed and defined/called by the chair.</li><li>3. The first meeting of the academic year will be dedicated to orienting members.</li><li>4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.<ul style="list-style-type: none"><li>➤ It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting.</li><li>➤ If unable to attend a meeting where a vote will occur the member will provide written instructions to the chair on the issue to be considered in lieu of a proxy.</li></ul></li></ol>

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	<ol style="list-style-type: none"> <li>5. Meetings will be open to all represented persons, although privileges may be limited due to privacy regulations.</li> <li>6. Begin and end meetings on time: use cell phones as universal time</li> <li>7. Quorum will be 2/3 total current membership.</li> <li>8. The group will conduct meetings and decision-making processes according to the latest edition of Robert’s Rules of Order. The chair may appoint a parliamentarian to assist the chair.</li> <li>9. Decisions will be made based on a majority vote of those present, and also include votes sent in writing via email to the committee chair as needed</li> <li>10. The committee will elect an officer as recorder who will serve in the place of the chair when the chair is unable. If unable to return to duty the recorder will function as chair until a new chair can be elected by the committee.</li> </ol> <p><b><u>Member Conduct/Ground Rules</u></b></p> <ol style="list-style-type: none"> <li>1. Come prepared; Read all materials prior to meeting.</li> <li>2. The meeting environment is a safe zone; there is no rank in the room.</li> <li>3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.</li> <li>4. One speaker at a time.</li> <li>5. Agree only if it makes sense to do so.</li> <li>6. Support decisions made on consensus.</li> <li>7. Keep comments on target with topics/tasks at hand.</li> <li>8. All ringers on cell phones/electronic devices should be turned off or set on vibrate.</li> </ol> <p><b><u>Annual Evaluation Process</u></b></p> <ol style="list-style-type: none"> <li>A. Past Year’s Accomplishments of Goals</li> <li>B. Committee/Council Self-Evaluation</li> </ol>
<b>Subcommittees:</b>	n/a
<b>Versions:</b>	<ul style="list-style-type: none"> <li>• Version 1 - Drafted Fall 2020.</li> <li>• Version 2 – Revised Spring 2023</li> </ul>