



Faculty Adjudication Committee

Procedures to Address Faculty Complaints and Potential Grievances

1. Complainant makes contact with the Chair or a member of the Faculty Adjudication Committee and is advised to schedule a meeting with the Chair.

2. Chair or Chair Committee member designee and complainant meet and determine if the complaint has or should be first discussed with the Ombudsperson. If the complaint has not been resolved by the Ombudsperson to the complainant's satisfaction and the complainant wants to proceed with the complaint to the Committee, the Chair or Chair member designee and complainant review the complaint or allegations and the committee procedures. The complainant may request that the Chair-elect or Past Chair meet to review the complaint or allegations if it is alleged or perceived that there is a potential or actual conflict of interest by the Chair.
 - a. Responsibilities of committee and complainant are presented.
 - b. Confidentiality and procedures of process are explained.
 - c. Format of complaint for presentation to the committee is discussed.

3. Once a complaint is formally presented to the Chair as a written, dated, and signed document, the Chair distributes the complaint to committee members and calls a committee meeting to decide upon further action.
 - a. Chair will assist complainant, or request a Committee member to assist the complainant, in preparing materials for committee use. Complaint should provide specific details of allegations or complaints and requested action for redress. Supplementary materials supporting the complaint should be attached to the complaint as appendices and referenced in the complaint with the specific appendix notations.
 - b. A complaint (or grievance) may be withdrawn at any time by the complainant through written, signed, and dated notification, with accumulated findings of the committee to that point coordinated and communicated with individuals involved in the complaint or grievance.

4. If the complaint is deemed by the committee to fall within the scope of committee responsibility, the Chair will call a committee meeting at which the complainant will personally appear to present allegations of the complaint.
5. The Committee will dismiss the complainant and discuss the complaint as presented and determine the appropriate procedure to follow: to reject the validity of the complaint, to accept the complaint as a grievance, or to seek additional information.
 - a. If complaint is found to lack sufficient evidence or lack cause for further action by the Committee, the findings are communicated only to the complainant and Faculty Senate President.
 - b. If the complaint is accepted as a grievance or more information is desired, the Chair will coordinate Committee activities, including assignment of a subcommittee, if necessary.
6. The committee will normally obtain written information and interview individuals to gain knowledge of the circumstances of the grievance allegations.
 - a. Individuals named adversely in a grievance will be provided a copy of the allegations and be given an opportunity to meet with the committee and to comment upon the accuracy of the involvement, contributions, and allegations.
 - b. Additional information may be accepted or sought.
7. Chair will coordinate a written committee report to be communicated with the grievant, Faculty Senate President, and Provost.
 - a. If possible administrative action is determined, suggested, or recommended, the report will include pertinent information to substantiate committee findings and suggestions and/or recommendations, the specific action(s), and the administrator(s) who should conduct the action(s).
 - b. Grievant is given the opportunity to review the report.
 - c. Report is sent to Faculty Senate President, Provost, complainant, and other individuals and administrators with involvement in the adjudication process, including the next higher-level administrator.
 - d. Report copy to Faculty Senate President will be marked with the last name of complainant/grievant, date of report, and date of disposal 6 years from date of the report, and deposited in a controlled access file in the Faculty Senate Office. Access to sealed files by persons or agencies beyond the Committee will be gained after approval of the current Committee Chair and FSEC.