

## **College of Education and Human Development Faculty Grievance Policy**

Approved by the Dean's Council December 5, 2006

Input Provided by the Office of the Dean of Faculties and Associate Provost October 10, 2006

### **1. Purpose, Overview, and Guiding Principles**

The purpose of this policy is to provide a mechanism to address and resolve faculty grievances or conflicts within the College of Education and Human Development. Guiding principles of this policy include the aspiration of full and truthful participation, uniform treatment, and, confidentiality, to the extent permitted by law.

- 1.1. The grievances addressed in this policy may include, however, are not necessarily limited to issues associated with salary, workload assignments, individual conflicts, and working conditions.
- 1.2. In accordance with Texas A&M University Rule #12.01.99.M4, grievances involving tenure and promotion decisions, sexual harassment, dismissal, and constitutional rights and academic freedom will not be considered at the college level. These grievances are pursued through established avenues detailed by the University as outlined in Rule #12.01.99.M4

### **2. Grievance Procedures**

- 2.1. A faculty member believing that they have cause for grievance not concerning questions of tenure, dismissal or constitutional rights as outlined in Texas A&M University Rule #12.01.99.M4 should express their grievance in writing to their department head. If the matter is resolved at the departmental level, a letter of understanding explaining the resolution should be written by the department head and signed by the faculty member. This letter should be retained in the department head's office. Depending on the nature of the grievance or conflict, the department head may or may not recommend mediation. Faculty mediation services are provided through the Office of the Dean of Faculties and Associate Provost.
- 2.2. If the matter cannot be resolved by mutual consent with the department head, and if the faculty member is in agreement, the grievance may be brought to the Executive Associate Dean for Faculty Affairs for review. The Executive Associate Dean in consultation with the Dean will either (1) decide on the grievance or (2) determine if the grievance warrants an investigation and recommendation from the college Grievance Review Committee (GRC).
- 2.3. A faculty member believing they have cause for grievance concerning their department head should express their grievance in writing to the Executive Associate Dean for Faculty Affairs. The Executive Associate Dean in consultation with the Dean will either

(1) decide on the grievance or (2) determine if the grievance warrants an investigation and recommendation from the GRC.

### **3. Grievance Review Committee**

- 3.1. The GRC is an Ad-Hoc committee within the college, selected and convened by the Executive Associate Dean for Faculty Affairs. This committee shall be convened if (1) at the request of the faculty member, the grievance cannot be resolved at the departmental level and (2) if the faculty member is not satisfied with the outcome of the grievance and would like to petition the University Grievance Committee (UGC).
- 3.2. The GRC shall be comprised of 3 committee members. Depending on the nature of the grievance or conflict, care will be taken to ensure faculty diversity within the committee (e.g., gender, ethnicity, rank, department, tenure and non-tenure track faculty, etc.).
- 3.3. The GRC shall select a Chair from within the group through a process that is satisfactory to the committee.

### **4. Grievance Review Committee Process**

- 4.1. The department head should direct the faculty member to present the grievance in writing to the Chair of the GRC through the Executive Associate Dean for Faculty Affairs.
- 4.2. The GRC holds sole responsibility for determining whether an investigation is merited. Submission of a formal letter will not necessarily lead to an investigation. If the GRC so determines, the grievant will be provided an opportunity to present their case at a hearing of the GRC.
- 4.3. In accordance with Texas A&M University Rule #12.01.99.M4, within 28 working days from receipt of a complaint to the grievance review committee (unless the issue has been resolved in the interim), the GRC shall hold a hearing of the complaint.
- 4.4. The GRC shall provide an opportunity for the party or parties against whom the grievance is made to respond to the concerns of the grievance.
- 4.5. The GRC shall request a hearing in which the parties to the grievance would have an opportunity to present their views and work to arrive at an appropriate resolution.
- 4.6. The decisions of the committee shall be presented to the Executive Associate Dean, as a recommendation, within 10 working days of the hearing.
- 4.7. The Dean shall issue a decision within 10 working days of receipt of the GRC's decision. A copy of the report will be sent to the parties involved in the grievance. The Dean has

the final college level authority to decide on the grievance.

## **5. Petitioning The University Grievance Committee (UGC)**

- 5.1. In accordance with Texas A&M University Rule #12.01.99.M4, if a resolution cannot be reached at the college level, the faculty member may petition the University Grievance Committee (UGC) for redress. However, in accordance with Texas A&M University Rule #12.01.99.M4, "The UGC will not hear grievances that have not been heard by a college grievance committee." The faculty member shall submit the grievance to the UGC through the Dean of Faculties and Associate Provost.