

Libraries Faculty Grievance Procedure
(As included in Executive Committee Procedures)

A. Constitution of the Library Grievance Committee

1. The Library Executive Committee is charged in the Faculty Bylaws to act as a college-wide grievance committee, and to hear grievances from faculty of the Texas A&M University Libraries.
2. The elected members of the Executive Committee will act as the Grievance Committee. The Chair of the Executive Committee will convene and the Secretary will take minutes of Grievance Committee meetings and any informal hearings. In voting matters, a majority will be used.
3. In the event that a member of the Executive Committee is the subject of the grievance, that committee member shall recuse themselves. If the Executive Committee is the subject of the grievance, the Committee on Appointment, Promotion and Tenure will then constitute the Grievance Committee. If any member of the Committee on Appointment, Promotion, and Tenure is the subject of the grievance, then they shall recuse themselves as well.
4. The grievances addressed by the Library Grievance Committee may include, but are not necessarily limited to, issues associated with *workload assignments, individual conflicts, and working conditions*. In accordance with [Texas A&M University Rule #12.01.99.M4](#), grievances pertaining to matters of Academic Freedom, Responsibility, Tenure and Promotion, sexual harassment, dismissal, and constitutional rights are governed by separate University policies and will not be considered at the college level. For matters of clarification, faculty should consult the appropriate University Rule (cited previously) or confer with the Associate Dean for Faculty Services.
5. The Grievance Committee for the Texas A&M University Libraries faculty shall commence its duties when a grievance is submitted by a faculty member.

B. Procedures for review of a grievance

1. A faculty member believing that he/ she has cause for grievance is advised to discuss the matter in a personal conference with the work administrator and/or the appropriate Associate Dean, provided that they are not the subject of the grievance.
2. If the matter is resolved at the unit level, a letter of understanding explaining the resolution should be written by the work administrator and/or Associate Dean and signed by the faculty member(s). This letter should be retained in the Dean's office. Depending on the nature of the grievance or conflict, administrators may or may not recommend mediation. Faculty mediation

services are provided through the Office of the Vice President of Diversity.

3. If the matter cannot be resolved by the Associate Dean, or if the faculty member(s) believes there is cause for grievance concerning their work administrator, the grievance can be brought to the Library Grievance Committee or directly to the Dean of Libraries.
4. If the matter cannot be resolved by mutual consent between the faculty member and the dean or if the faculty member chooses not to discuss the matter with the Dean, then a formal grievance is initiated by submitting a written statement detailing the grievance to the Chair or Secretary of the Executive Committee (or to the Chair or Secretary of the Committee on Appointment, Promotion, and Tenure if the Executive Committee, it's Chair or Secretary is who the grievance is against) with a request for review of the grievance.
5. The Library Grievance Committee has the right to decide whether or not the facts merit further investigation and/or a hearing of the grievance. They will have 10 working days to decide whether to hear the grievance and to notify the faculty member(s) that the grievance has been received and will be reviewed. If it has been decided not to review the grievance, the committee must state the reason in its written reply within the 10 working days.
6. The Library Grievance Committee will meet as necessary following notification of a faculty member's grievance. Minutes will be taken, and additionally, any official hearing between the grievor(s) and the grievance committee will be voice recorded.
7. If the Library Grievance Committee decides that the facts specified in the petition of grievance merit further investigation, they will conduct an investigation as warranted. This investigation may require information to be obtained and provided by the office of the Dean. If the Library Grievance Committee decides that the facts specified in the petition of grievance merit further investigation, a copy of the petition will be provided to the person(s) against whom the grievance is directed. The Library Grievance Committee should also provide an opportunity for the party or parties against whom the grievance is lodged to make a written response to the concerns of the grievance within 10 working days.
8. The Library Grievance Committee may request a hearing in which the parties to the grievance would have an opportunity to present their views and resolve their differences.
9. In accordance with [Texas A&M University Rule #12.01.99.M4](#), this grievance hearing must happen within 28 working days from receipt of a formal letter of complaint (unless the issue has been resolved in the interim). The

Committee's decision should be presented to the Dean, as a recommendation, within 10 working days of the hearing and a copy of the report will be sent to the parties involved in the grievance.

10. The dean shall issue a decision within 10 working days of receipt of the committee's decision. The Dean of Libraries has the final college level authority to decide on the grievance. If the faculty member(s) does not concur with the outcome issued by the Library Grievance Committee and/or Dean of Libraries, they may then approach the University Grievance Committee.

C. Distribution of Grievance Procedures

1. A copy of the procedures is located in the Faculty Executive section of the library intranet and accessible to the entire library faculty.
2. The Grievance Procedures will be reviewed for any necessary updating by the Executive Committee every two years or more frequently as needed.

Update Notes:

- 1) (A1) Revised to parallel Bylaws
- 2) (A4) Changed Head of Personnel Services to Associate Dean for Faculty Services.
- 3) (A7 – A11) Edited for appropriate communications and reasonable response time to time-sensitive issues.