

Southern Illinois University Edwardsville

Faculty Grievance Committee (FGC)

Operating Papers

I. Rules of Procedure and Operating Papers

These Operating Papers are intended as a secondary resource to the Faculty Grievance Procedure. If these operating papers appear to conflict with or be at variance with the Faculty Grievance Procedure in any way, the Faculty Grievance Procedure shall take precedence.

II. Definition of Faculty

Throughout this document, the term “faculty” is defined according to the definition provided in the Faculty Grievance Procedure.

III. Membership

A. Composition and Size

1. The FGC shall have 22 members elected by the faculty as per the procedure described below.
2. All members of the FGC will be tenured faculty.
3. All Units shall have representation on the FGC proportionate to the Units' representation on the Faculty Senate.
4. Alternates
 - a) Alternates will be required in the event that a Faculty Grievance Committee member must be on leave for at least a semester-long period or in the event that a Faculty Grievance Committee member can no longer serve.
 - b) Each unit shall have alternate(s) numbering at least one-third of the number of representatives required for proportional representation. Units with one or two representatives shall have one alternate.

B. Term of Office

1. The members shall serve for a term of three years. No member may serve successive terms.

2. Staggered terms will be used, including when initially setting up the committee.

a) To establish the committee initially, eight of the members will be chosen by lot to serve 3-year terms, seven will be chosen by lot to serve 2-year terms, and seven will be chosen by lot to serve 1-year terms. Selection by lot means selecting the required number of eligible persons from a randomized list, starting at the beginning of the list.

C. Nomination and Election of Members and Alternates of the FGC

1. Each academic unit will hold elections for the representative(s) and alternate(s) from its unit.

a) Each academic unit is responsible for completely filling its proportionate representation.

b) The Chair of the Rules and Procedures Council of the Faculty Senate will notify each academic unit of the need to hold an election, the procedures to be followed, and the number of vacancies (members and alternates) each unit is responsible for filling.

c) Each academic unit will utilize the procedures for nomination of candidates and election of members that are detailed below.

2. Supervision and time of balloting

a) Nominations and elections of members and alternates shall be held annually in the Spring Semester at a time set by the Chair of the Rules and Procedures Council of the Faculty Senate in consultation with the Chair of the Welfare Council.

b) Each academic unit will draw up a list of eligible faculty voters and will distribute the initial email and the nominating and final ballots to appropriate faculty members. Each unit will also conduct the counting of its ballots.

c) Each academic unit will notify the Chair of the Rules and Procedures Council of its new members and alternates by April 15 of each year.

3. Nomination of candidates

a) To initiate the nomination process for an academic unit, each member of the tenured faculty from the academic unit to be represented shall receive via email a notification of the upcoming election. Tenured faculty members should be instructed to send a return email asking to be removed from the list of potential candidates if they are not willing to serve on the FGC.

b) When balloting for nominees from an academic unit, each member of the faculty from the academic unit to be represented shall receive a list of the tenured faculty members from that academic unit who have not requested to be removed from the list. Each member of the faculty shall also receive a ballot, on which the member is to name from the above-mentioned list nominees for the vacancy. If a unit has one vacancy, then faculty shall list no more than 3 names. If a unit has two vacancies, then the faculty member shall list no more than 6 names, etc.

c) The members in each academic unit receiving the most votes for academic unit representatives shall be the candidates of that academic unit. If a unit has one vacancy, then the top three persons shall be candidates. If a unit has two vacancies, then the top six persons shall be candidates, etc. If there is fewer than the maximum number of candidates, all of the persons shall be candidates.

4. Election of members and alternates

a) When balloting for academic unit representatives, each member of the faculty of the academic unit shall receive a ballot listing the candidates nominated in the faculty member's academic unit.

b) Each faculty member shall cast a vote for an FGC member from his or her academic unit as the academic unit representative. If there are two vacancies, each faculty member shall vote for two persons, and if there are three vacancies, each faculty member shall vote for three persons, etc.

c) If the number of candidates does not exceed the number of vacancies, then the ballot shall ask for a vote of confidence (yes or no) for each of the candidate.

d) Alternates will be drawn from the FGC election pool beginning with the next highest vote recipient after the successful candidates are determined in the elections held by each unit.

5. Removal of Faculty Grievance Committee members

a) A member of the FGC may be removed by a supermajority vote of the FGC for cause. Supermajority is defined as two-thirds vote or greater.

b) Circumstances that meet the definition of “for cause” include but are not limited to:

- i. when a member is unable or refuses to abide by the required rules and ethical obligations consistent with the Faculty Code of Ethics and Conduct necessary to implement the SIUE Faculty Grievance Procedure, or
- ii. when a member was absent from a majority of meetings (i.e., more than 50% of FGC meetings) during the prior academic year.

c) In the event of a removal of a member who was serving on a Hearing Panel, the current Grievant may file a subsequent additional grievance. The FGC will receive and review this additional grievance as specified below.

IV. Powers and Functions

- A. The Faculty Grievance Committee is responsible for:
1. Administering the Faculty Grievance Policy.
 2. Receiving and reviewing all complaints received by the Provost and determining the following as stated in the Faculty Grievance Procedure:
 - a. whether a complaint falls within the definition of a grievance,
 - b. whether the complaint is a grievable matter,
 - c. whether a grievable dispute exists,
 - d. whether a Board of Trustees or University policy cited within the Statement of Grievance is applicable to the issue(s) presented in the grievance,
 - e. whether other avenues of resolution are appropriate,
 - f. whether the complaint has met the time requirements,
 - g. whether sufficient evidence exists to move forward to a formal hearing,
 - h. whether the proper respondent(s) has/have been named, and
 - i. whether any other circumstance exists to warrant a conclusion that the complaint is not subject to the Faculty Grievance Policy.
 3. Serving as members of a Hearing Panel, if selected, in accordance with the procedure for selection stated in the Faculty Grievance Procedure.
 4. The Faculty Grievance Committee shall receive training and advice from the Office of General Counsel.

V. Chair

- A. At the beginning of each Fall Semester, the Faculty Senate Welfare Council Chair shall call the first meeting of the FGC in order for the FGC to elect its Chair for that academic year. The Welfare Council Chair shall not vote in the election of the FGC Chair.
- B. Notification of the election of the Chair of the Faculty Grievance Committee shall be provided to the Faculty Welfare Council and the Provost.
- C. The Chair of the Faculty Grievance Committee shall not serve on any Hearing Panel.
- D. The duties and responsibilities of the Chair of the Faculty Grievance Committee (including the selection of members to a Hearing Panel) are stated in the Faculty Grievance Procedure.

VI. Meetings

A. Calling of Meetings

1. After the initial meeting of the Faculty Grievance Committee in the Fall semester to elect a chair, the Chairperson of the committee shall call the meetings as needed.

B. The Conduct of Meetings

1. The Chair of the Faculty Grievance Committee shall preside.

2. The Faculty Grievance Committee shall adopt its own rules of order.

3. At least half of the Faculty Grievance Committee membership shall constitute a quorum.

VII. Amendment and Reapportionment

A. Amendment of Operating Papers

1. Any amendment of the policy-making or administrative structure of these Operating Papers is subject to approval by the Faculty Senate, in accordance with the Constitution and Bylaws of the Faculty Senate, and by the Provost and Vice Chancellor for Academic Affairs.

a) Such a proposed amendment may be initiated by the Faculty Grievance Committee or the Welfare Council of the Faculty Senate. Once a proposed amendment is initiated, it shall follow the routine channels of review by the Faculty Senate Executive Committee and then consideration by the Faculty Senate.

B. Reapportionment: The apportionment of membership on the Faculty Grievance Committee shall be kept under continuing scrutiny and shall be subject to changes by amendment of this document and by appropriate Faculty Senate action.

Approved by the Welfare Council: 9/15/2009

Approved by the Faculty Senate Executive Committee: 9/24/2009

Approved by the Provost: