Summary of Revised Faculty Grievance Procedure

1. Grievant must seek to resolve the dispute by discussing informally with the Respondent.

2. Grievant files grievance with the Director of Human Resources (DHR) and the Faculty Council Faculty Grievance Monitor (FGM) within 90 calendar days of the date Grievant first knew or could reasonably have been expected to know of the decision/action that gave rise to the grievance.

3. Within ten working days of receiving notice of a pending grievance, DHR and FGM shall select four persons from the Faculty Grievance Hearing Panel (FGHP). The DHR and FGM may then select the chair from the four, or leave the choice up to the Grievance Hearing Board (GHB).

4. The Grievant and the Respondent can each request that one of the four persons selected be replaced. The replacement will come from the FGHP by random lot.

5. Within ten working days of receiving notice of pending grievance from DHR, DHR and FGM follow procedure set forth by School/College for selecting internal member of GHB.

6. Parties are notified that they may file a one-time clarifying statement. If one party files a clarifying statement, the other party may file a response within ten working days.

7. The GHB must meet within 15 working days after it is established to determine grievability and/or potential summary disposition.

8. Within ten working days of its first meeting, the GHM must advise the parties and the DHR and FGM in writing whether the issues presented by the grievant are grievable and whether it will proceed to a hearing.

9. If the GHB determines that the complaint is not grievable, the grievant can appeal the decision to Faculty Council, which must issue a response within 20 working days. Faculty Council’s decision on grievability is final.

10. If the complaint is determined to be grievable, the GHB convenes a hearing. Both the grievant and the respondent may present evidence and witnesses, and may question all witnesses who participate in the hearing. Testimony at hearings is voluntary. The parties may also be accompanied by an adviser. The hearing is recorded.

11. At the conclusion of the hearing, the GHB deliberates in private. Within 20 working days after the completion of testimony and argument, the GHB delivers to the grievant and respondent a provisional decision that includes a written summary of the testimony, a statement of factual findings, and, if appropriate, a recommended remedy.

12. Appeals shall be submitted to the provost, who may redirect them to the Dean or Library Director (for grievances involving the Library) as deemed appropriate. The recipient of the
appeal shall respond within 30 working days of receiving the appeal, stating the actions to be taken and the reasons for it.

**Summary of the Faculty Grievance Hearing Panel (FGHP)**

1. The FGHP shall consist of eleven tenured UM-Flint faculty members and one librarian. The College of Arts and Sciences shall have three members while the School of Education and Human Services, the School of Management, the School of Nursing, and the School of Health Professions shall each have two members.

2. A Grievance Hearing Board (GHB) consists of four members randomly selected from the panel from units outside of the grievant’s unit. These members come from the FGHP.

3. A fifth member of the GHB comes from the grievant’s unit. Academic units are responsible for formulating written rules for electing three to five tenured faculty members to serve on a slate by which this fifth GHB member will be selected.

4. FGHP members will serve staggered two year terms and will be elected by the faculty during the governing standing committee elections in the Winter semester.

5. Current members of the Faculty Grievance Committee will serve on the initial FGP. A special election will be held to fill the remaining vacancies. Six members of this initial FGP will be chosen by random lot to serve a one-year term while the remaining six members will serve a two year term.