

Procedures of the Faculty Grievance Committee of the University Council of the  
University Of Georgia Revised 2015

The professions are distinguished by their capacity for self-governance. The professions protect their numbers and the public by adherence to internal codes, structures and procedure decided upon and administered by members of the profession who share a set of values. Not the least of these shared values is a respect for fair treatment of all members.

Critical to fairness in the governance of professionals is the rapid and just resolution, of grievances by a group of one's professional peers. Peer review of grievances in a university setting encourages early resolution of complaints without requiring formal hearings and highly publicized litigation.

In this spirit of fairness the Statutes of The University of Georgia direct that the University Council establish a Faculty Grievance Committee. That Committee has been created in accordance with the Bylaws of the University Council, and in order to encourage and facilitate peer review of faculty grievances, the Committee wishes to announce the following procedures.

1. The Committee has jurisdiction to investigate and consider all complaints of faculty members, except matters subject to formal proceedings as provided by Board of Regents or Bylaws of University Council (see University Council Bylaw IX).
2. The Grievance and Disciplinary Review policy administered by the Office of Legal Affairs, and the procedures of this Committee are mutually exclusive. This Committee will not consider or review a grievance that the faculty member previously pursued through those procedures.
3. All complaints must be in writing and addressed to the Chair of the committee. The complaint should make clear when, where and under what conditions the problem or problems occur, what is at issue, against whom the complaint is filed, and what remedy is sought. The complaint may consist of a request for investigation by the Committee.
4. Upon receipt of a written complaint, the Chair shall study the request to see that the information described above is included and clearly stated. The Chair may contact the faculty member filing the request and seek additional information.
5. The Chair will ascertain whether the complaint is within the jurisdiction of the Committee (see University Council Bylaw IX). The Chair also will ascertain if the faculty member filing the complaint has sought resolution of the grievance through appropriate grievance procedures available in the several schools and colleges. In most instances, the chair will advise that these procedures be used first. If a faculty member has already pursued relief through grievance procedures available in his or her unit, and wishes to appeal to the Committee, the faculty member shall supply:
  - (i) the written report of the school or college committee, which should state any findings of fact which support its conclusions and recommendations
  - (ii) a statement indicating the grounds for appeal, including procedural or substantive errors;
  - (iii) any record of the previous hearings.

6. After taking the above steps, the Chair shall present the complaint to the full Committee, which will decide if further investigation is merited. Further investigation usually will be merited when the matter is within the jurisdiction of the Committee, the faculty filing the grievance has complied with the above documentation requirements, and the grievance is neither frivolous nor without any apparent factual foundation.

7. Should the Committee determine that an investigation is merited the Committee shall investigate the complaint and attempt resolution. The Committee proceedings may include contacting all parties to the issue (including the President), speaking separately or together with all parties, contacting others who may be of assistance, and reviewing relevant documents. In order to facilitate the work of the Committee, the Chair shall notify all appropriate administrators in writing that an investigation is underway and seek their cooperation in the work of the Committee. The Committee will complete its charge in a timely manner.

8. If mediation is successful, the Committee will communicate the results in writing to the parties concerned and to the President. Should mediation fail, the Chair shall meet with the faculty member filing the grievance and discuss the options of withdrawing the complaint, or requesting the Committee to issue a report and recommendation to the President.

8. If the faculty member filing the grievance requests the Committee to issue a report and recommendation to the President, the Committee will conduct further investigation as it deems necessary. Upon completion of its investigation, the Committee will prepare and provide its report and recommendation to all parties to the dispute prior to submitting it to the President. The parties shall have 20 calendar days to respond in writing. Responses will be appended to the report and submitted to the President.