To: UNIVERSITY COUNCIL of MSU

From: FACULTY GRIEVANCE OFFICIAL

Date: September 28, 2012

Subject: Annual Report of the FGO

Covering August 16, 2011 - August 28, 2012

In compliance with Article IX.G of the Faculty Grievance Policy, I submit to the MSU University Council this annual report of the activities of the Faculty Grievance Office. This report covers the grievances, inquiries and conferences handled by the Faculty Grievance Office from August 16, 2011 through August 28, 2012.
# 1. GRIEVANCE CASES SETTLED

<table>
<thead>
<tr>
<th>Category</th>
<th>Cases Settled</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Informal</td>
<td>10</td>
<td>1.1.1 Subject: Discipline 3, Harassment 1, Outside Work/Pay 1, Promotion/Tenure 1, Reappointment 1, Teaching 2, Dismissal 1</td>
</tr>
<tr>
<td>1.2 Formal Hearing</td>
<td>8</td>
<td>1.2.1 Subject: Promotion &amp; Tenure 3, Reappointment 2, Award/Grant 1, Discipline 1, Salary 1</td>
</tr>
<tr>
<td>1.3 Ruled Invalid and Dismissed by FGO and not Appealed</td>
<td>2</td>
<td>1.3.1 Subject: Annual Review 1, Harassment 1</td>
</tr>
<tr>
<td>1.4 Withdrawn</td>
<td>2</td>
<td>1.4.1 Subject: Dismissal 1, Termination 1</td>
</tr>
</tbody>
</table>

**TOTAL CASES SETTLED** 22
2. RESULTS OF SETTLED GRIEVANCES

2.1 Grievant Won
- Informal: 3
- Formal: 3

2.2 Grievant Lost
- Informal: 0
- Formal: 5

2.3 Grievant Satisfied
- Informal: 4
- Formal: 0

2.4 Grievance Dismissed by FGO: 1

2.5 Grievance Dropped: 1

3. GRIEVANCE CASES PENDING

3.1 Informal Resolution
- Subject: Annual Review: 3
- Harassment: 2
- Teaching Load/Assignment: 2
- Outside Work/Pay: 1
- TOTAL: 8

3.2 Formal Hearing
- Subject: Discipline: 3
- Teaching Load: 2
- Promotion/Tenure: 1
- Termination: 1
- TOTAL: 7

3.3 Pending Resolution via Admin Review
- Subject: Grant Termination: 1

3.4 Ruled by FGO as Grievable
- Subject: Discipline: 1

3.5 Pending Appeal
- Subject: Discipline/Grant: 1
- Reappointment: 1
- TOTAL: 2

TOTAL CASES PENDING: 19
4. INQUIRIES

4.1 Subject:

Discipline 48
Teaching Assignment/Load 35
Reappointment 27
Promotion/Tenure 25
Promotion 22
Settlement 22
Faculty Grievance Policy 19
Teaching Materials 17
Annual Evaluation/Salary 11
Appeal/New Grievance 9
Discrimination and ADP 8
Termination/Dismissal 8
Administrative Review 6
Grant/Award 6
Harassment 6
FGO Job Vacancy 5
Office/Lab Space 5
Working Retirement Agreement 5
Bylaws 4
Intellectual Property 4
Assignment 3
Information Request/FGP 3
Appointment 2
Confidentiality 2
Consultancy/Retirement 2
FRIB 2
Outside Work for Pay 2
Personnel Files 2
Tenure 2
Post-tenure Review 1

4.2 Source: Faculty 209

Administrators 89
Others 15

4.3 Number of Discrete Faculty 80

Administrators 42
Others (e.g., attorneys) 5
4.4 Type: E-mail 213
Telephone 100
Other (in person, letter or fax) 0

TOTAL INQUIRIES 313

5. CONFERENCES

5.1 Subject:
- Promotion/Tenure 39
- Reappointment 32
- Teaching Load/Assignment 26
- Discipline 25
- Faculty Grievance Policy 19
- Settlement 15
- FGO Transition Issues 14
- Promotion 11
- Termination/Dismissal 10
- Annual Evaluation/Salary 9
- Awards & Grants 8
- FGO Job Vacancy 8
- Harassment 8
- Working Retirement Agreement 8
- Administrative Review 7
- Appointment/Assignment 5
- Consultancy/Retirement 5
- Discrimination and ADP 5
- Salary 4
- Student & Ombudsman Concerns 3
- Information Request FGO 2
- Intellectual Property 2
- Office Space 2
- Appeal/New Grievance 1
- Appointment 1
- Assignment 1
- Bylaws 1
- Faculty Climate 1
- FGP & MSU Extension 1
- FRIB 1
- Information Request FOIA 1
- Outside Work/Pay 1
- Specialist Handbook 1
<table>
<thead>
<tr>
<th>5.2 Participants:</th>
<th>Faculty</th>
<th>159</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administrators</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>24</td>
</tr>
<tr>
<td>5.3 Number of Discrete Faculty</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrators</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>15</td>
</tr>
<tr>
<td>5.4 Type:</td>
<td>One-Person</td>
<td>241</td>
</tr>
<tr>
<td></td>
<td>Two or More Persons</td>
<td>36</td>
</tr>
</tbody>
</table>

**TOTAL CONFERENCES** 277
PROCESSING AND DISPOSITION OF GRIEVANCES

This report covers the period from August 16, 2011 to August 28, 2012.

As reflected in the numerical charts, this period reflected a notable increase in the workload of the FGO. The number of cases settled rose from 12 in 2011 to 23 in 2012, and the number of pending cases from 4 in 2011 to 19 in 2012. The number of inquiries rose slightly from 299 in 2011 to 313 in 2012. As was the case with conferences, the majority of these inquiries concerned discipline reappointment, promotion, and tenure. Most significantly, the number of conferences (face-to-face meetings between the FGO and one or more individuals) more than doubled, from 128 in 2011 to 277 in 2012. Because holding conferences (which are scheduled for ninety minutes each, and tend to last between an hour and ninety minutes) is the most time-consuming element of the FGO’s job, this shift reflects a significant increase in workload.

Of the inquiries, 62 were made in the fall 2011, 144 in spring 2012, and 107 in summer 2012. Of the 277 conferences, 93 were held in fall 2011, 130 in spring 2012, and 54 in summer 2012.

OTHER ACTIVITIES OF THE FGO

August 23, 2011  Staffed an FGO information table at the annual orientation session for new faculty members sponsored by the Provost Office at the Kellogg Center.

September 20, 2011  Staffed an FGO information table at the MSU post-doc and research associates orientation session for new post-docs and associates sponsored by the Grad School.

December 8, 2011  Conducted an orientation session for the three members of a Jurisdictional Appeals Panel.

August 6, 2012  I attended the new administrators workshop sponsored by the Office of the Provost.

August 7, 2012  I attended the new administrators workshop sponsored by the Office of the Provost and made a presentation about the Faculty Grievance Office.
August 14, 2012 I attended the FGP for the new administrators workshop sponsored by the Office of the Provost.

August 21, 2012 I staffed an FGO information table at the annual orientation session for new faculty members sponsored by the Provost Office at the Kellogg Center.

August 22, 2012 I conducted an orientation session for three members of the University Jurisdictional Appeals Panel.

I take this opportunity to acknowledge the cooperation and assistance of faculty members and administrators who worked to resolve grievances informally and who served as panel members, presiding officers, and counsels. I acknowledge the assistance of the members of the UCFA and the Office of the Provost in administering the Faculty Grievance Procedure. I am deeply grateful for the mentoring and support of my predecessor, Professor John Revitte, and of my assistant, Ms. Deborah Bennett.

Respectfully submitted,

Sheila J. Teahan
Faculty Grievance Official and
Associate Professor, Department of English

SJT/dkb