February 2, 2016

MEMORANDUM

TO: University Committee on Faculty Affairs

FROM: William Donohue, Faculty Grievance Official (fgo@msu.edu)

SUBJECT: End of FALL SEMESTER 2015 Report

Article IX.G of the Faculty Grievance Policy requires the Faculty Grievance Official to report to the University Committee on Faculty Affairs once each semester. This report covers the activities of the FGO from August 29, 2015 to January 8, 2016.

In addition to the data found later in this report regarding grievances, inquiries and conferences, the office has worked on a number of initiatives to better serve faculty and administrators. This includes:

1. Revisions to the Faculty Grievance Policy, adopted by the Board of Trustees in December 2015, concerning the process by which challenges to hearing panel members are adjudicated and the mechanism for appealing a grievance decision by the Provost;
2. Held a training session for Presiding Officers that covered recent changes to the Faculty Grievance Policy as well as expectations & responsibilities for grievance hearings;
3. Continued partnership with IT Services to implement a software solution to assist in case tracking, data compilation and general case management; with intent to have the FGO paperless;
4. Participated in a committee to review & revise the University policy on discipline and dismissal;
5. Served on a committee that developed a LEAD program on incivility among academics;
6. Drafted an MSU mediation policy with the aim at broadening the tools individuals have at their disposal to resolve grievance-type conflicts;
7. Participated in a Faculty & Organizational Development review of International faculty needs at the University;
8. Worked with Barbara Roberts, Director of MSU WorkLife Office, on initiatives to better help faculty transition more smoothly into retirement.

Below are listed the data associated with the activities for the Faculty Grievance Office. Please feel free to contact our office with any questions or comments. I appreciate your support.
**Please note that the below numbers may not appear to be congruent due to the fact that a single grievance’s activity may take place in multiple reporting windows with each progressing at its own pace.**

### 1. GRIEVANCE ACTIVITY

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1   Grievances Filed</td>
<td>4</td>
</tr>
<tr>
<td>1.2   Jurisdictional Findings</td>
<td>4</td>
</tr>
<tr>
<td>1.3   Jurisdictional Appeals Filed</td>
<td>3</td>
</tr>
<tr>
<td>1.3.1 Jurisdictional Appeals Upheld</td>
<td>1</td>
</tr>
<tr>
<td>1.3.2 Jurisdictional Appeals Overturned</td>
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<tr>
<td>1.4   Grievances Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>1.5   Grievances held in Abeyance</td>
<td>0</td>
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<tr>
<td>1.6   Grievance Hearings</td>
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<tr>
<td>1.7   Appeal Hearings</td>
<td>1</td>
</tr>
<tr>
<td>1.8   Mediations</td>
<td>2</td>
</tr>
<tr>
<td>1.9   Resolved Informally</td>
<td>2</td>
</tr>
<tr>
<td>1.10  Pending Resolution</td>
<td>2</td>
</tr>
</tbody>
</table>

### 2. MEDIATION ACTIVITY

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>2.1 Resolved</td>
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<tr>
<td>2.2 Ongoing</td>
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### 3. GRIEVANCE CASES PENDING

<table>
<thead>
<tr>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>3.1 Informal Negotiation</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CASES PENDING** 1
4. INQUIRIES

4.1 Subject:

- Faculty Grievance Procedure 25
- Informal Resolution 21
- Retention / Promotion / Tenure 9
- Department Climate 7
- Outside Work for Pay 6
- Discipline 6
- Mediation 5
- Annual Evaluation 3
- Retaliation 3
- Departmental Transfer 3
- Retirement 2
- Salary 2
- Compensation Dispute 1

4.2 Source:

- Faculty 57
- Administrators 34
- Other 2

TOTAL INQUIRIES 93

5. CONFERENCES

5.1 Subject:

- Informal Resolution 10
- Department Climate 9
- FGO Administration 6
- Mediation 5
- Retention / Promotion / Tenure 4
- Retaliation 3
- Discipline 3
- Annual Evaluation 2
- Faculty Grievance Procedure 2
- Departmental Transfer 1
- Harassment 1
- Salary 1
- Compensation Dispute 1
- Outside Work for Pay 1

5.2 Participants:

- Faculty 26
- Administrators 22
- Others 1

5.3 Type:

- One-Person 44
- Two or More Persons 5

TOTAL CONFERENCES 49
In my capacity as Faculty Grievance Official, I also undertook the following activities:

1. Staffed an FGO information table at the MSU new faculty orientation session.
2. Gave a brief overview of the FGO and its functionality at new Administrator orientation session.
3. Attended UCFA, MSU University Council, and MSU Board of Trustees meetings.

I take this opportunity to acknowledge the significant cooperation and assistance that I received from faculty and from deans, directors, and chairs and their associates who worked with me to attempt to resolve grievances informally. I want to acknowledge the assistance of UCFA, its Chairperson John Bell, and the Office of the Provost in administering the Faculty Grievance Policy (FGP). I want to especially acknowledge and thank Associate Provost Curry, Ms. Yermak and Ms. Trowbridge of Academic HR, and Ms. Zayko of the General Counsel’s Office for their assistance concerning the mediation of grievances.

Respectfully submitted,

William Donohue
Faculty Grievance Official and
Professor of Communication

WD/sda