September 19, 2012

MEMORANDUM

TO: University Committee on Faculty Affairs
FROM: Sheila J. Teahan, Faculty Grievance Official
SUBJECT: End of SUMMER SEMESTER 2012 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 May 15, 2012 to August 28, 2012.
1. **GRIEVANCE CASES SETTLED**

<table>
<thead>
<tr>
<th>Type</th>
<th>Subject</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Informal</strong></td>
<td>Discipline</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Outside Work/Pay</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Teaching</td>
<td>1</td>
</tr>
<tr>
<td><strong>Formal Hearing</strong></td>
<td>Promotion/Tenure</td>
<td>1</td>
</tr>
<tr>
<td><strong>Grievance Withdrawn</strong></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL CASES SETTLED</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

2. **RESULTS OF SETTLED GRIEVANCES**

<table>
<thead>
<tr>
<th>Type</th>
<th>Informal</th>
<th>Formal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grievant Won</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Grievant Lost</strong></td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Grievant Satisfied</strong></td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Grievances Dismissed by FGO</strong></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
3. GRIEVANCE CASES PENDING

3.1 Informal Resolution  
3.1.1 Subject: Teaching Assignment  
Harassment  
3.2 Formal Hearing  
3.3 Pending Appeal  
3.3.1 Subject: Reappointment  
Discipline/Grant  

TOTAL CASES PENDING 4

4. INQUIRIES

4.1 Subject: Teaching Materials  
Teaching Assignment/Load  
Promotion  
Promotion/Tenure  
Appeal/New Grievance  
Faculty Grievance Procedure  
Annual Evaluation  
Office/Lab Space  
Settlement  
Intellectual Property  
Termination/Dismissal  
Harassment  
Reappointment  
FRIB  
Outside Work/Pay  
Personnel Files  
Tenure  
Administrative Review  
Information Request  

4.2 Source: Faculty  
Administrators  
Others  

TOTAL 4
4.3 Source: Number of Discrete Faculty
   Administrators 24
   Other 12
   Other 1

4.4 Type: E-mail 80
   Telephone 27
   Other (in person, letter or fax) 0

TOTAL INQUIRIES 107

5. CONFERENCES

5.1 Subject: Promotion/Tenure 18
   Teaching Assignment/Load 12
   Faculty Grievance Procedure/ADP 5
   Annual Evaluation/Salary 4
   Harassment 3
   Intellectual Property 2
   Office Space 2
   Termination/Dismissal 2
   Appeal/New Grievance 1
   FRIB 1
   Faculty Climate 1
   Outside Work/Pay 1
   Settlement 1
   Specialist Handbook 1

5.2 Participants: Faculty 41
   Administrators 11
   Others 2

5.3 Number of Discrete Faculty
   Administrators 30
   Others 9

5.4 Type: One-Person 45
   Two or More Persons 9

TOTAL CONFERENCES 54
The FGO office processed ten (10) cases during the summer 2012 semester, two (2) more than in the equivalent reporting period last summer. The number of cases settled increased from four (4) to six (6), and the number of pending cases remained stable at 4 (four) from summer 2011. Of the six cases settled in summer 2012, one grievance was withdrawn, one was settled by a formal hearing, and four were resolved informally. Four cases were pending resolution at the end of the summer semester, two awaiting formal appeal hearings and two in the process of informal resolution.

The number of inquiries to the FGO increased from 93 in summer 2011 to 107 in summer 2012. Of these, 79 came from faculty, 25 from administrators, and 3 from an attorney. The 107 inquiries originated from 24 different faculty members, 12 administrators, and one attorney. Of these inquiries, 80 were e-mails, and 27 were phone calls. The major subjects of inquiry were teaching assignments, and promotion and tenure.

The FGO held 54 conferences this summer, 45 with an individual and the remaining 9 with two or more persons. Of those attending the conferences, 41 were faculty, 11 were administrators, and 2 were others. The participants were 30 different faculty members, 9 administrators, and two others. The major topics of the conferences were promotion and tenure, and teaching assignments.

The number of summer semester conferences held by the FGO has more than doubled in the last two years, from 22 conferences in summer 2010 to 40 conferences in summer 2011 and 54 conferences in summer 2012. Because holding conferences occupies the major share of the FGO’s time, this shift in numbers represents a dramatic increase in the summer workload of the FGO.

Pursuant to the Faculty Grievance Policy’s Article III.D, I made a total of 6 decisions on jurisdictional and procedural grounds in one case. A respondent challenged the FGO ruling upholding. The ruling was upheld by a University Jurisdictional Appeals Panel. A respondent challenged one of these decisions in one case, but the grievant withdrew the grievance before it was heard by a Jurisdictional Appeals Panel. No challenges occurred in the other cases.
In my capacity as the Faculty Grievance Official, I also undertook the following activities:

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

August 7, 2012 I attended for 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 significant cooperation and assistance that I received from faculty and administrators who assisted me to informally resolve grievances and from others who volunteered as the panel members, presiding officer and counsels for the formal hearing which was cancelled. I want to acknowledge the assistance of UCFA and the Office of the Provost in administering the Faculty Grievance Procedure (FGP). I am indebted to my predecessor Professor John Revitte, for his mentoring and guidance throughout and beyond the transition from his tenure to my own; and I am deeply grateful to my invaluable assistant, Ms. Deb Bennett, for her tireless work and continued support.

Respectfully submitted,

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

SJT/dkb