March 30, 2018

MEMORANDUM

TO: University Committee on Faculty Affairs

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

SUBJECT: SEMESTER REPORT - FALL 2017

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 30, 2017 through December 31, 2017.

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

1. Participated in a Faculty & Organizational Development program to orient international faculty on RPT issues.
2. Collaborated with MSU WorkLife Office to develop a program on organizational climate.
3. Partnered with AAN to facilitate late career/faculty retirement planning workshops.

Following are listed the data associated with the activities for the Faculty Grievance & Dispute Resolution 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 the activity of a single grievance may take place in multiple reporting windows with each progressing at its own pace.**

### 1. GRIEVANCE ACTIVITY

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1.4 Grievances Withdrawn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

### 2. MEDIATION ACTIVITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>2.1 Resolved</td>
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</tr>
<tr>
<td>2.2 Ongoing</td>
<td>1</td>
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### 3. GRIEVANCE CASES PENDING

<table>
<thead>
<tr>
<th>Description</th>
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</table>

**TOTAL CASES PENDING**

4
4. **INQUIRIES** (email / correspondence)

The FGO engaged in a large volume of email communication related to the following issues (rather than list the total number of emails received from each individual, these numbers represent email “conversations” pertaining to a single subject):

4.1 Subject:
- FGO Procedure: 68
- Discipline: 55
- Mediation: 36
- Retirement: 34
- RPT: 32
- Administrator Relations: 31
- Lab Space: 24
- Annual Review: 19
- Compensation Dispute: 15
- Departmental Transfer: 13
- Department Climate: 8
- Bylaw Review: 2
- Termination: 1

4.2 Participants:
- Faculty: 320
- Administrators: 17
- Other: 1

**TOTAL INQUIRIES**: 338

5. **CONFERENCES** (face-to-face and by phone)

A total of 53 individuals met with Bill in-person or conferred by phone, categorized as follows:

5.1 Subject:
- Discipline: 23
- Administrator Relations: 13
- Retirement: 12
- Annual Review / PIP: 11
- Lab Space: 9
- RPT: 8
- FGO Procedure: 6
- Mediation: 6
- Departmental Transfer: 5
- Department Climate: 5
- Compensation Dispute: 3
- Bylaw Review: 2
- Administrative Review: 1

5.2 Participants:
- Faculty: 85
- Administrators: 18
- Other: 1

**TOTAL CONFERENCES**: 104
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 and MSU University Council meetings.
4. Facilitated name change to Faculty Grievance & Dispute Resolution Office to more accurately describe the services of the office.
5. Worked with CVM on department climate issues and assisted with employee survey.
6. Administrative Assistant Maureen Cullen participated in a 3-part class “Implicit Bias and Micro-aggressions” as well as two financial/EBS accounting workshops at MSU HR.
7. Office Coordinator Sam AcMoody provided bylaw review for the School of Languages and helped summarize results of CVM department climate employee survey.

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 and the Office of the Provost in administering the Faculty Grievance Policy (FGP). I want to especially acknowledge and thank Associate Provost Curry, his assistant Ms. Fent, 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. Finally I’d like to thank my Administrative Assistant Maureen Cullen and Office Coordinator Sam AcMoody for their capable assistance.

Respectfully submitted,

[Signature]

William Donohue
Faculty Grievance Official and
Professor of Communication

WD/mc