January 31, 2019

MEMORANDUM

TO: University Committee on Faculty Affairs

FROM: Francisco A. Villarruel, Acting Faculty Grievance Official

SUBJECT: SEMESTER REPORT – FALL 2018

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 (spring and summer are combined). This report covers the activities of the FGO from August 29, 2018 through January 6, 2019 (through the last day of fall semester on December 14th and through the holiday break).

For the record I was appointed FGO Responsible Administrator on an interim basis on September 18, 2018 during the pendency of the search for a permanent FGO; my appointment as Acting Faculty Grievance Official was approved by the Board of Trustees on October 26, 2018.

In addition to the data in this report regarding grievances, inquiries, and conferences, in order to better serve faculty and administrators the FGO attended UCFA and MSU University Council meetings and participated in New Faculty Orientation.

Following are listed the data associated with the activities for the Faculty Grievance & Dispute Resolution Office during the fall 2018 semester. 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>Subsection</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Formal Grievances Filed in Fall '18</td>
<td>1</td>
</tr>
<tr>
<td>1.2</td>
<td>Jurisdictional Findings</td>
<td></td>
</tr>
<tr>
<td>1.2.1</td>
<td>Grievances Allowed</td>
<td>1</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Grievances Dismissed for Lack of Jurisdiction</td>
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</tr>
<tr>
<td>1.3</td>
<td>Jurisdictional Appeals Filed</td>
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</tr>
<tr>
<td>1.3.1</td>
<td>FGO Decisions Upheld by Appeal Panel</td>
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<tr>
<td>1.4</td>
<td>Grievance Hearings</td>
<td>0</td>
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<tr>
<td>1.5</td>
<td>Grievances Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>1.6</td>
<td>Grievances held in Abeyance</td>
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<tr>
<td>1.7</td>
<td>Grievances Resolved Informally</td>
<td>2</td>
</tr>
<tr>
<td>1.8</td>
<td>Grievances Closed (Grievant Declined Informal Resolution/Hearing)</td>
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</tr>
<tr>
<td>1.9</td>
<td>Grievances Pending Resolution</td>
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2. **MEDIATION ACTIVITY**

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<tr>
<td>2.1</td>
<td>Resolved</td>
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<tr>
<td>2.2</td>
<td>Ongoing</td>
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3. **GRIEVANCE CASES PENDING**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
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</tbody>
</table>

**TOTAL CASES PENDING** 3
4. **INQUIRIES/CONTACTS** (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 87
- Mediation 24
- Informal Resolution 20
- Department Climate 13
- Annual Review 11
- Workload Expectations 5
- Discipline 4
- Administrator Relations 4
- Departmental Procedures 4
- Bylaw Review 2
- RPT 2
- Termination 1
- Compensation Dispute 1
- Administrative Review 1
- Research Integrity 1
- Retirement 1

4.2 **Source:**
- Faculty 98
- Administrators 99
- Other 12

**TOTAL INQUIRIES** 181

5. **CONFERENCES** (face-to-face and by phone)
The FGO conferred either in-person or by phone on 45 occasions categorized as follows:

5.1 **Subject:**
- Department Climate 11
- Discipline 7
- Informal Resolution 6
- FGO Procedure 6
- Administrator Relations 5
- Annual Review 3
- Workload Expectations 2
- Compensation Dispute 1
- Mediation 1
- RPT 1
- Research Integrity 1
- Retirement 1

5.2 **Participants:**
- Faculty 27
- Administrators 20
- Other 1

5.3 **Type:**
- One Person 37
- Two or more persons 8

**TOTAL CONFERENCES** 45
I take this opportunity to acknowledge the significant cooperation and assistance that this office has received from faculty and from deans, directors, and chairs and their associates who worked with us 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 for their assistance concerning the mediation of grievances. Finally, I’d like to thank FGO Administrative Assistants Maureen Cullen and Sam AcMoody for their capable assistance.

Respectfully submitted,

[Signature]

Francisco A. Villarruel
Faculty Grievance Official
Professor, Department of Human Development & Family Studies

FV/mc