November 7, 2018

MEMORANDUM

TO: University Committee on Faculty Affairs
FROM: Francisco A. Villarruel, Responsible Administrator
       Faculty Grievance & Dispute Resolution Office
SUBJECT: SEMESTER REPORT – SPRING & SUMMER 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 January 8, 2018 through August 28, 2018).

Note on timing of personnel: I was appointed to serve as FGO Responsible Administrator on an interim basis on September 18th during the pendency of a search for the new permanent FGO. I submit this report on behalf of my predecessor, William Donohue, who served as FGO during this reporting period (he returned to his faculty duties in August).

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. The office also facilitated a formal name change from Faculty Grievance Office to Faculty Grievance & Dispute Resolution Office in order to more accurately describe the mission of the office. In addition, the office assisted several departments in CANR, CSS, and CAL in reviewing their bylaws for grievable issues.

Following are listed the data associated with the activities for the Faculty Grievance & Dispute Resolution Office during spring and summer 2018. 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**

| 1.1  | Formal Grievances Filed | 9 |
| 1.2  | Jurisdictional Findings  | 9 |
| 1.3  | Jurisdictional Appeals Filed | 2 |
| 1.3.1 | Jurisdictional Appeals Upheld | 2 |
| 1.3.2 | Jurisdictional Appeals Overturned | 0 |
| 1.4  | Grievances Withdrawn     | 1 |
| 1.5  | Grievances held in Abeyance | 0 |
| 1.6  | Grievance Hearings       | 2 |
| 1.7  | Appeals of Provost's Decision  |
|      | (Provost's decision was upheld) | 1 |
| 1.8  | Mediations               | 1 |
| 1.9  | Resolved Informally      | 0 |
| 1.10 | Pending Resolution       | 3 |

2. **MEDIATION ACTIVITY**

| 2.1  | Resolved            | 0 |
| 2.2  | Ongoing             | 1 |

3. **GRIEVANCE CASES PENDING**

| TOTAL CASES PENDING | 4 |

| TOTAL | 4 |
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: 241
- Discipline: 53
- Administrator Relations: 30
- Mediation: 27
- Annual Review: 25
- Department Climate: 23
- RPT: 10
- Bylaw Review: 10
- Retirement: 4
- Termination: 3
- Compensation Dispute: 2

4.2 Participants:
- Faculty: 227
- Administrators: 190
- Other: 11

5. **CONFERENCES** (face-to-face and by phone)
The FGO conferred either in-person or by phone on 81 occasions, categorized as follows:

5.1 Subject:
- Administrator Relations: 29
- Discipline: 19
- Department Climate: 16 *
- FGO Procedure: 5
- Annual Review: 3
- RPT: 3
- Retirement: 2
- Compensation Dispute: 2
- Bylaw Review: 1
- Mediation: 1

5.2 Participants:
- Faculty: 46
- Administrators: 34 *
- Other: 1

(* Includes 4 conferences with administrators re department climate issues not related to a specific grievant or grievance)
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, and Ms. Zayko formerly of the General Counsel’s Office for their assistance concerning the mediation of grievances. Finally I’d like to thank FGO Administrative Assistants Maureen Cullen (full time) and Sam AcMoody (part time) for their capable assistance.

Respectfully submitted,

[Signature]

Francisco A. Villarruel
FGO Responsible Administrator and
Professor, Department of Human Development & Family Studies

FV/mc