

SUBJECT: FACULTY GRIEVANCE POLICY

FACULTY GRIEVANCE POLICY

I. Applicability

The procedures set forth in this policy are to be used by faculty members who disagree with administrative decisions in such matters as salary, promotion, tenure, and performance evaluation, to challenge contents of personnel files, and to seek remedy for alleged infringements of academic freedom or of civil or human rights (e.g., any form of prohibited discrimination, including sexual harassment). The applicability of these procedures is limited in the case of non-renewal of fixed-term appointments (see § 3.118) and layoffs resulting from the declaration of financial exigency (see § 3.122). These procedures are not applicable in the case of dismissal for cause (see § 3.117) faculty teaching assignments are not grievable under this policy but are reviewable under the provisions of Section VII, "Review of Faculty Teaching Assignments."

Faculty members are encouraged to use the grievance process to resolve disputes. No person who participates in the grievance process shall be disciplined or otherwise prejudiced in his/her employment for exercising his/her rights under these grievance procedures. No supervisor or any other official shall retaliate against a faculty member for:

1. filing a grievance or an appeal;
2. participating as a witness, a procedural observer, a member of the Hearing Board; or
3. assisting another employee in preparing or presenting a grievance.

II. Procedures for Initiating Grievance and Administration Response

- A. Before filing a grievance, the faculty member should seek satisfaction informally by discussing his or her complaint with the administrator who made the decision. If the issue is not resolved by this means, the faculty member should go to the next administrative level for redress. The grievant may be accompanied by a faculty colleague, but not legal counsel, during this informal attempt to resolve the grievance. While use of this informal method to resolve disagreements is not a prerequisite for questioning the administrative decision before the Hearing Board under the procedures outlined below, the grievant is urged to use this informal means of resolving the matter. A statement referencing any informal efforts to resolve the controversy should be included in the request for hearing.
- B. The faculty member who wishes to appeal a grievable administrative decision may do so by submitting a written request for a hearing to the Hearing Board. Such request must be made within fifteen (15) working days after receipt of the written notice of the institutional decision (except in unusual circumstances). Twenty (20) working days is allowed in cases of non-renewal of fixed-term appointments (see § 3.118). The

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grievant must state clearly what action or decision is being appealed and, briefly, the grounds upon which the appeal is based. A copy of the request for hearing shall be given to the administrator whose decision or action is being grieved.

- C. Not later than ten (10) working days after receipt of grievant's request for hearing, the administrator whose decision is being grieved shall prepare and give to the grievant and the Hearing Board a statement of reasons for the action or decision, a description of the evidence or allegations upon which the action or decision was based, copies of all documents, if any, upon which the administrator relied, and the sources of the allegations or evidence relied upon. Within ten (10) working days after receipt of the material from the administrator but in no event less than five (5) working days before the date of the hearing, the grievant shall provide to the administrator and to the Hearing Board, a statement setting out the grievant's contentions with respect to the administrator's decision and the administrator's statement of reasons for the decision, a description of the evidence or allegations upon which grievant's contentions are based, copies of all documents, if any, upon which grievant relies to support those contentions, and the sources of the allegations or evidence supporting grievant's contentions. There should be no means by which the substance of any charge or contention, or other adverse information or allegation, can be kept secret from either party.
- D. A request for hearing involving non-renewal of a fixed term appointment shall be addressed to the President, with a copy to the chair of the Hearing Board and shall be governed by the provisions of § 3.118 E and F.

In all other cases, the request for hearing is addressed to the chair of the Hearing Board.

- E. The chair of the Hearing Board will forward copies of the request to the Vice President for Academic Affairs and other administrators concerned.

III. The Faculty Hearing Board

- A. Membership of the Hearing Board. The Hearing Board shall be composed of seven (7) members (the majority of whom shall be tenured); three (3) members from the faculty elected by the Faculty Association; three (3) members from the faculty appointed by the President; one (1) division chair appointed by the Faculty Senate. Three (3) alternate members will be designated: One (1) appointed by the President; and two (2) appointed by the Faculty Senate. The chair shall be elected each year from the members of the Hearing Board.
- B. Term of Service. Membership of the Hearing Board for the subsequent academic year shall be determined prior to the last day of the spring semester. Each member shall serve for two (2) college years, except in the initial year after the adoption of this

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policy when the chair, four (4) members and one (1) alternate member shall serve for a term of two (2) years and three (3) members and two (2) alternate members shall serve for a term of one (1) year.

- C. Appointment of Substitute for Division Chair Member. In the event a hearing is requested by a faculty member who is employed in the division supervised by the division chair who is a member of the Hearing Board, that division chair shall not serve with respect to that hearing and the Faculty Senate shall appoint another division chair to serve as a full voting member of the Hearing Board for that hearing.
- D. Quorum. Five (5) of the seven (7) members of the Hearing Board shall constitute a quorum for the purpose of hearing a grievance and rendering a decision by majority vote of those present. No member of the Board who has not attended the evidentiary hearing shall participate in the decision.
- E. Chair. The chair shall be a voting member of the Hearing Board. The chair shall preside at all hearings or shall designate another member of the Board to do so.
- F. Disqualification. No member of the Hearing Board who has an interest in a case may serve as a member of the Hearing Board with regard to the case in which he or she has an interest. The grievant or administration may challenge any member or members of the Hearing Board. Any such challenge shall set forth with particularity the alleged interest for which disqualification is being sought. The eligibility of any member or members so challenged shall be determined by a majority vote of a quorum of the remaining members of the Hearing Board. In the event of disqualification of a member of the Hearing Board, the Hearing Board chair shall appoint an alternate member, to the extent possible, who shall be from the same appointment category as the disqualified member.

IV. Responsibility of the Hearing Board

- A. In each case referred to, the Board has the following responsibilities:
 - 1. To hear each grievance promptly and in no event more than thirty (30) working days after filing of the grievance.
 - 2. To review all evidence presented to it.
 - 3. To grant extensions of time when circumstances warrant.
 - 4. To determine whether there has been any (a) failure to comply with prescribed procedures, (b) application of inappropriate considerations, (c) gross abuse of discretion, or (d) abuse of the grievant's academic rights and privileges.

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5. To make written findings and recommendations to the President, which may include procedural or substantive recommendations.

V. Hearing Procedure

- A. The Board may meet before the hearing to consider the nature of the parties' expected presentations, to make decisions about the procedure that will be followed in the hearing, and to set mutually acceptable dates for the hearing, including time and duration of the presentations.
- B. The Hearing Board shall give written notice to all parties not less than seven (7) working days prior to the hearing of the date, place, and time set for the initial hearing. Hearings shall be conducted at such reasonable times and locations as may be determined by the Hearing Board.
- C. The Hearing Board shall summon the grievant and the administrator (or a representative of the body) whose decision is under appeal, and a mutually acceptable procedural observer, who will be present during the entire hearing, to appear before the Hearing Board. At the request of either party, the Board shall summon any other LCSC employee or student to appear. Any party may be assisted in the hearing by legal or non-legal counsel of its choice provided that such counsel shall act in an advising capacity only and may not present evidence, question witnesses or make argument to the Hearing Board. Both parties are entitled to be present during the entire hearing, provided that the deliberations of the Hearing Board shall be conducted in private.
- D. The grievant shall proceed first and may present testimony of witnesses, documentary evidence, or oral statements. The Board and the administration may question the grievant, witnesses, or persons speaking on the grievant's behalf. The administration shall then proceed and may present testimony of witnesses, documentary evidence or oral statements. The Board and the grievant may question the administrator, witnesses or persons speaking on behalf of the administration. The grievant shall be permitted to respond to the administration's testimony and evidence. The Board and the administrator may question the grievant or his/her witness upon that response. Each party may then summarize his or her case.
- E. As a general rule, the Board will admit and consider all evidence, testimony, and argument of any party, but may exclude matters which are clearly repetitive or irrelevant.
- F. All hearings of the Board will normally be open to the public, provided that the Board, upon request by any party, may at its discretion direct that some portion or all of the hearing be closed.

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- G. At the request of any party or at the direction of the chair of the Hearing Board, the proceedings of the Hearing Board (other than the Board's deliberations) shall be tape recorded. Any party shall also have the right to have the proceedings stenographically recorded by a court reporter at his or her own expense. If the hearing is taped, those tapes shall be retained in the Human Resources Office for one (1) year following the conclusion of proceedings and shall be made available on request to any party or authorized representative. The grievant is entitled to a copy of the original tape. Records of all grievance proceedings shall be subject to the provisions of Idaho Code Section 9-340.

VI. Post-Hearing Procedures

- A. The findings and recommendations of the Hearing Board shall be reported in writing promptly, and in no event more than five (5) working days after the close of the hearing, to the grievant, his or her departmental administrator and dean, the Vice President for Academic Affairs, and the President.
- B. The President shall render his or her decision to the grievant and to the Hearing Board in writing, not later than twenty (20) working days following receipt of the Hearing Board's written findings and recommendations. The President's written response shall include a statement of the rationale for his or her decision.
- C. The record of the hearing shall include at a minimum: (i) the grievant's request for hearing; (ii) the response of the administrator whose decision is grieved; (iii) the findings and recommendations of the Hearing Board; and (iv) the President's decision. Such record shall be retained in the Human Resources Office for a period of not less than five (5) years after the date of the President's decision.

VII. Review of Faculty Teaching Assignments

- A. Recognizing that quality of instruction, the central goal of the College, is related to faculty welfare, full-time contract faculty are encouraged to use the review policy established herein when they believe a teaching assignment will jeopardize either.
- B. The following procedures are designed as an expedient means of resolving disputes regarding teaching assignments and thus require strict adherence to the established timeline:
1. No later than one working day after a faculty member disputes a teaching assignment, the faculty member should discuss the assignment with her or his Division Chair and Dean;
 2. if there is no resolution, no later than one working day after the discussion, the faculty member should file a written request for review with the Division

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Chair and the Chair of the Faculty Senate. Failure to comply with the timeline will nullify the review process;

3. no later than three working days after the request for review is filed, it will be reviewed by a committee composed of the Division Chair and a majority of the full-time faculty members of the Division; also present will be the faculty member requesting the review and an outside observer appointed by the Chair of the Faculty Senate; the outside observer will engage in conflict resolution as appropriate;
 4. if this meeting yields no resolution or does not occur within the allotted time, no more than two working days after the Division review or the deadline for such review, the Chair of the Faculty Senate will convene the Teaching Assignment Review Committee. This Committee will adjourn only after delivering its resolution, and any recommendations, to the faculty member requesting the review and the Division. The President's review of the decision should occur only if there are extenuating circumstances, but the decision of the President shall be final.
- C. Membership of Teaching Assignment Review Committee. The Teaching Assignment Review Committee shall be composed of five voting members and a non-voting chair. The five voting members shall be (1) the Academic Vice-President or his designee; (2) a Division Chair, other than the grievant's Chair but within the grievant's School, designated by the Chair of the Faculty Senate; (3) two Faculty Senators, one from the grievant's Division and one from outside the Division but within the grievant's School, appointed by the Chair of the Faculty Affairs Committee (if a Senator is unable to attend, the Chair of the Faculty Affairs Committee shall designate an alternate from the same category); (4) the Chair of the Faculty Senate. The Chair of the Faculty Affairs Committee will chair the Teaching Assignment Review Committee but will not have a vote.
- D. Review Procedure.
1. The Committee will hear an oral presentation (not to exceed thirty minutes) by the faculty member requesting the review explaining how the disputed teaching assignment violates either the standard of "quality of instruction" or of "faculty welfare" or both. The Committee may question the faculty member.
 2. The Committee will hear an oral presentation (not to exceed thirty minutes) by the Division Chair explaining how the disputed teaching assignment meets the standard(s) being cited, either "quality of instruction" or "faculty welfare" or both. The Committee may question the Division Chair.

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3. The Committee will then review in closed session both presentations and arrive at a resolution by written ballot; if appropriate, the Committee may also make recommendations.