OVERVIEW

The intent of this document is to bring consistency and uniformity among the overlapping processes and procedures of the four separate and distinct faculty grievance committees within the University.

Authority

The grievance process, procedures and/or committees are not legal processes or entities and do not intend to be. Therefore, the grievance committees are established in the College of Medicine, College of Science & Health, School of Nursing, and Academic Senate as vehicles through which faculty members’ formal complaints are resolved.

Each grievance committee is duly mandated to follow policies and procedures consistent with standards established by the University and its Board of Trustees. They must develop grievance procedures in accordance with the constitution of each respective college, and in the case of the Academic Senate, in accordance with the constitution of the Academic Senate, and all must be consistent with regulations and statutes governing the conduct of faculty within institutions of higher education.

Each grievance committee in the three colleges and in the Academic Senate shall ensure a fair, objective, equitable, and non-partisan process for all faculty members, regardless of age, race, color, creed, religion, handicap, gender, sexual orientation, political position, reputation, and/or institutional status.

The Grievance Committees in the College of Medicine, College of Science & Health, School of Nursing, and the Academic Senate are authorized to ensure that review and hearing of grievances from faculty members are done in a prompt, timely, and professional manner. Each faculty member is guaranteed that decisions, conclusions, and recommendations made by these committees are based solely on the information presented to the committees.

The ultimate authority for the establishment and implementation of grievance committees within the University resides in the philosophy and belief in the protection of individual rights and academic freedom. The intent is to ensure that all faculty members’ rights are secured under the protection of clearly defined policies and procedures, which insure academic freedom without fear of intimidation or reprisal.
Faculty Members who serve on the Grievance Committees in the College of Medicine, College of Science & Health, School of Nursing, and the Academic Senate are provided limited liability to act on behalf of the University in the review and determination of academic related grievances.

California Corporation Code: Section 317 creates an obligation on behalf of the University to indemnify employees who act in good faith in the performance of their duties.

Purpose:
The Purpose of the grievance committees in each of the colleges and at the Academic Rights, Privileges & Grievances Committee of the Academic Senate is to provide “just and timely review” for the resolution of grievances. Each committee is to provide just and timely reviews without discrimination, coercion, or reprisal for claims, which may be based upon an event or condition that affects the terms and/or conditions of employment of a faculty member or a group of faculty members at the University.

The grievance process for each college and Academic Senate are to be implemented in a manner as to:

1. Assist faculty in the resolution of a complaint through an approved institutional process which promotes and protects a faculty member’s right to be heard by his/her peers;

2. Establish and maintain access to a process that governs disputes, rights, and responsibilities of both faculty and the institution;

3. Assure “due process” for any faculty member who believes that his or her rights as a faculty member have been abridged; and

4. To provide a mechanism by which faculty may address policies and procedures important in maintaining academic freedom and/or individual faculty rights.

Definitions:
- Grievance: A formal complaint made by a faculty member based upon an unresolved event, circumstance, or condition that affects the welfare and/or terms and conditions of employment of a faculty member or a group of faculty members and does not fall within the jurisdiction of local, state, or federal governing bodies.

- Informal complaint: A concern, dispute, or allegation filed by a faculty member with his or her chairperson or immediate supervisor prior to filing a formal complaint.
• Faculty Member: Any employee who holds an academic appointment within the University.

• Parties to a Grievance: The Grievant and the Respondent

  1. Grievant: Any faculty member filing the grievance.
  2. Respondent: The individual against whom the grievance is filed.

• Days: Work week, exclusive of legal holidays, Saturdays and Sundays.

• Administration: Any office within the University that has responsibility for management and control extending beyond the scope of the College of Medicine, College of Science & Health, School of Nursing, and the Academic Senate.

• Chair of the Grievance Committee: Duly elected officer by the body of the committee and is responsible for ensuring that all grievances are presented to the committee and are heard in a timely manner.

• Conflict of Interest: Any situation, event, or circumstance which may prevent a member of the Grievance Committee from acting in a fair and just manner in the consideration of decision of finding of fact as known in the review and hearing of a grievance.

• Ad Hoc Committee: Duly constituted body selected by Academic Rights, Privileges & Grievances Committee to hear a grievance under the policies and procedures of the Academic Senate.

• Faculty Grievance Petition Form: Required questionnaire used to file a grievance stating the nature of the grievance and proposed remedy.

• Statement of Grievance: Document used by the College of Medicine, College of Science & Health, and School of Nursing stating the nature of the grievance and proposed remedy.

• Decision Letter: Notification of the finding of facts, conclusions, and/or recommendations sent to the parties.

**General Provisions:** Grievance Committees in the College of Medicine, College of Science & Health, School of Nursing, and the Academic Senate.

**Release Time**
1. A faculty member involved in the filing of a grievance within the College of Medicine, College of Science & Health, School of Nursing, and/or the Academic
Senate shall be released from his or her regular duties. *This release is without loss of wages, or compensation is provided as necessary to perform the tasks required and associated with the filing of a grievance.*

2. Parties to a grievance may be allowed up to a maximum of 8 hours of their regular work week to prepare documentation and shall be released from duties to attend the grievance hearing.

**Exceptions**

1. The Grievance Committees in the College of Medicine, College of Science & Health, School of Nursing, and the Faculty Concerns Committee of the Academic Senate shall not hear grievances from any party whose rights are covered under Title VI and Title VII of the Civil Rights Act of 1964 and 1967. Specifically, grievances involving discrimination of any kind and/or harassment shall be referred to the Equal Employment Opportunity Officer within the University.

2. If the grievance is by or against any member or members of the University Executive Council, the Executive Committee of the Board of Directors will assume the role of the President. In cases where the President is a respondent, he or she must not participate in any of the deliberations and decisions of the Executive Committee of the Board of Directors for the period time that the grievance is under review.

**Composition of Committees**

The Grievance Committee in the College of Medicine, College of Science & Health, School of Nursing, and the Academic Senate shall consist of a number of elected and/or appointed members of the full time faculty, as specified in the constitution by each college and the Academic Senate. Each representative shall have an alternate from his or her department.

**Screening Committees**

Each Grievance Committee in the three colleges and the Academic Senate shall convene a screening committee of at least three committee members to review and recommend each grievance for appropriateness for a hearing.

**Term Limits**

Each member within each college and the Academic Senate may serve a term as provided by each respective constitution. The chair of each Committee shall serve as provided by the constitution of each college and the Senate.

A committee member who files a grievance or has a grievance filed against him or her shall not serve as a member of the committee during the period of time that the grievance is under review and hearing. The position of that committee member shall not be assigned to another individual from the department/program/division of the grievant or respondent until such time as the grievance as been concluded.
Quorum
A quorum for each grievance committee within the colleges and Academic Senate shall be a simple majority of the committee.

Record Keeping
For uniformity, all cases in each college and Academic Senate will be assigned a number which reflect the year in which the grievance is filed as well as a number representing how many cases have been filed with the committee in any particular year.

For easy retrieval, case files, minutes, and any related documentations including letters and attendance rosters shall be kept of all meetings and shall be filed in the following manner:

a. College of Medicine – Documents shall be filed and stored in the committee’s chairperson’s office and with the legal affairs office of the University.

b. College of Science & Health – Documents shall be filed and stored in the committee’s chairperson’s office and with the legal affairs office of the University.

c. School of Nursing – Documents shall be filed and stored in the committee’s chairperson’s office and with the legal affairs office of the University.

d. Academic Senate – Documents shall be filed and stored in the Academic Senate’s office of the University.

Each Committee shall maintain documents for a period of three years or as long as deemed necessary by the University, including written findings of fact, conclusions, recommendations, minutes, audio-visual, presentation including presentations in Microsoft Power Point, and other materials related to a grievance.

Representation - Interested Person versus Rights to an Attorney
Neither the Grievant nor the Respondent in the College of Medicine, College of Science & Health, School of Nursing, or the Academic Senate shall have the right to an attorney at the level of the review and hearing of a grievance, except in cases involving disciplinary action contemplated or taken against the Grievant. In keeping with the purpose of the grievance process, it is conducted in the spirit of seeking resolution prior to the utilization of legal and other recourse.

Each party in a grievance in the College of Medicine, College of Science & Health, School of Nursing as well as the Academic Senate shall waive his or her right to legal representation during the grievance process. However, either party has the right to have an “interested” person or a representative present during the hearing who is not an arbitrator. The parties may be present during the presentation of facts in the grievance and in the examination of witnesses and other individuals during the hearing.

An employee selected as a representative for the grievant must obtain the permission
of his/her immediate supervisor to attend the grievance hearing.

Time Limitation
Faculty members may file a grievance within sixty days of the occurrence in the appropriate college or within the Academic Senate, if appropriate. A faculty member fired or suspended may also file a grievance within sixty days of the date of suspension or termination.

Required Paperwork
The parties to a grievance in the College of Medicine, College of Science & Health, School of Nursing and Academic Senate must present his or her facts about the grievance. The failure of any party in any one of the colleges or in the Academic Senate in a grievance to submit the required paperwork shall not deprive the Committee of jurisdiction over the grievance. The respective grievance committee may excuse the party’s failure to comply with the filing deadline and proceed with the fact-finding process at its own discretion.

Grievance filed by a Group of Faculty Members
A group of faculty members may file a grievance. The Chairperson of the Committee may require the group to name a spokesperson to represent the views of the group and to present testimony.

Other members of the group may be present and may make additional statements with the permission of the Chairperson of the Committee.

All parties bringing a grievance must be faculty members of the respective colleges.

Withdrawal of a Grievance
The party bringing a grievance may withdraw a grievance at any time before the Committee has rendered a decision. The request for withdrawal shall be in writing to the chair of the committee.

Confidentiality
Each member of the committees in the College of Medicine, College of Science & Health, School of Nursing as well as the Academic Senate shall agree without exception to confidentiality. Confidentiality shall be maintained from the outset to conclusion of the grievance. Violation of the confidentiality requirement shall result in disciplinary action by the appropriate faculty assembly, such as the Faculty Council in the College of Medicine, the Faculty Association in the College of Science & Health, the equivalent faculty assembly in the School of Nursing, and the Academic Senate for the University.

To further ensure confidentiality, all copies of information provided to the committee members will be collected at the end of each meeting and shredded. The original and one copy will be maintained as described above.
Grievance hearings shall be conducted pursuant to the procedures outlined for each college and the Academic Senate.

All grievance deliberations will be held in executive session and shall be limited to the issues stated in the written statement provided by the grievant.

The final decision about a grievance will be made by a simple majority of the members who were present during the course of the hearing. The vote shall be taken in an executive session. The individual members vote is confidential and shall not be known beyond the members in attendance at the final executive session.
Incident occurs or is discovered → Faculty takes appropriate steps to attempt to mitigate dispute → 60 Days total

Is dispute resolved? → NO → File grievance with college or AS committee

Committee finds no hearing is necessary → YES → 10 Days

Is grievance appropriate? → NO → Forward to appropriate body → 10 Days

Grievant agrees? → NO → Returned to committee for hearing

Chair submits written recommendation to dean/provost → 30 Days

Dean/Provost notifies grievant of recommendation

Grievant agrees? → NO → Appeals Process
Grievance Procedure and Timeline, Rev. 1/7/2011

Based on current Grievance Procedures of COM, COSH, and AS and the timeline agreed upon by the leaders of these committees on 1/4/11.

KEY:

1. This flowchart is intended to represent the basic process and timeline for both College-level and University-level (via Academic Senate) faculty grievances. It is the right of the grievant to file a grievance claim with either the College to which he/she belongs or with the Academic Senate. For the purposes of this document, “Committee” refers to either the AS- or College-level committee.

2. Before beginning the formal grievance process, individual faculty members must attempt to take steps to mitigate the dispute. Documentation of these steps will be included in the submission of a grievance to any committee.

3. In some cases, the Grievance Committee may find that although the case is appropriate for their review, no hearing of the facts is necessary, or that the committee believes other avenues should be pursued (such as mediation), rather than convening a hearing and all that entails.

4. The committee receiving the grievance claim will then screen the grievance for appropriateness ac

5. If the claim is not appropriate for the committee receiving the grievance, that committee will forward the claim to the appropriate body, whether that be another grievance committee on campus, or an outside body, including regulatory agencies.

6. In cases heard by the College Grievance committee, appeals shall be forwarded to the Dean of that College. In cases heard by the Academic Senate committee, appeals shall be forwarded to the Provost. The appeals process of the grievance committee conducting the hearing shall apply. In cases where the grievant feels that a college grievance committee has not followed due process, a due process appeal may be made to the Academic Senate Grievance committee.
Policies and Procedures for the Committee of Academic Rights, Privileges & Grievances of the Academic Senate

To file a grievance at the level of the Academic Senate, the grievance must raise matters of university-wide issues and concerns. The authority of the Academic Senate rises out of its relationship with the faculty, as well as authorization from the University to speak and act on behalf of the faculty.

Authority and Jurisdiction

The Committee of Academic Rights, Privileges & Grievances is one of seven Standing Committees appointed by the Legislative Council of the Senate, and specifically charged to hear, evaluate and recommend responses to complaints of misconduct or unfair treatment. The Senate President has oversight over the Committee and reports to the Academic Committee of the Board of Trustees and to the President of the University.

1. The Committee of Academic Rights, Privileges & Grievances consists of an odd number of faculty members drawn from the faculty (to be comprised of a minimum of 3 voting members).

2. The Chair of the Committee of Academic Rights, Privileges & Grievances serves as a non-voting member (except in cases where breaking a tie is required).

3. To avoid a conflict of interest, faculty members serving on the Committee of Academic Rights, Privileges & Grievances will be required to determine whether a conflict exists each time a grievance is submitted to the Committee for review. In cases where a conflict is determined to exist, that member will recuse him or herself from that particular case only. If the number of regular Committee members with a conflict of interest prevents the Committee of having a quorum, the Committee will be responsible for establishing an Ad Hoc Committee.

The Committee of Academic Rights, Privileges & Grievances will hear grievances from full or part-time faculty members from any of the Colleges (College of Medicine, College of Science and Health, and the Mervyn M. Dymally School of Nursing).
Filing a Grievance

1. Faculty wishing to file a grievance at the university level must complete the appropriate forms from the Academic Senate Office within the time period specified in the “General Grievance Procedure and Timeline”. These forms must be submitted within 10 days of notification to file a grievance to the Academic Senate Office. Supporting documents must be included with these forms.

2. Upon receipt of the grievance, the President of the Academic Senate will assign a number to the grievance and register the grievance by date.

3. The Chair of the Committee of Academic Rights, Privileges & Grievances will be notified of the grievance.

4. The grievance will be screened for appropriateness and written notification will be sent to the grieving party as to the outcome of the screening.

5. If the grievance is appropriate for the Committee, the Committee of Academic Rights, Privileges & Grievances will notify the grieving party in writing that the grievance has been accepted for hearing.

Routing Process

If the grievance is not appropriate for the Committee as defined by the Bylaws of the Academic Senate, it will be referred to the Grievance Committee established by their appointed college or to the appropriate administrative office for consideration. The grieving party is notified of this decision by letter.

Grievance Process

1. Once the grievance has been accepted and determined appropriate for the Committee of Academic Rights, Privileges & Grievances, a hearing date is scheduled within 10 working days.

2. If it is determined that an Ad Hoc Committee is necessary, it is referred within 10 days to a duly constituted Ad Hoc Committee for review.

3. The grievance shall be heard and decided within 30 days.

4. No grievance shall extend beyond the time limit of 60 days from the
date of submission.

5. The grieving party shall be present and may offer documentary materials previously submitted at the time of filing of the grievance. New materials may only be submitted at the time of the hearing under unusual circumstances and by approval of the Committee hearing the grievance.

6. The grieving party may provide the Committee with a list of witnesses who may be called to provide information on behalf of the grievant.

7. The Chair of the Committee shall initiate the grievance proceeding by delivering the written statement of the grievance to the Committee. The statement must clearly represent a thorough review of the grievance.

8. The hearing and deliberations shall commence and all procedures must be followed to protect all parties involved.

9. Findings of fact, conclusions and recommendations regarding a grievance must be agreed upon and adopted by majority vote of the members present at the hearing.

10. Failure of the Committee to adopt findings of fact, conclusions, and/or recommendations shall constitute an automatic referral of the grievance to the President of the University. If the grievance involves university administration, the matter will be automatically referred to the Executive Committee of the Board of Directors.

11. The Process for referral of the Committee’s decision shall also include a referral of decision to the Academic Senate President and the President of the University.

12. The Legislative Council will review and provide comment for adherence to policy and procedure.

13. The President of the University will review and provide comment on behalf of the University administration with recommendations for modification, if any, within five (5) working days of receiving the decision from the Committee.
14. If no recommendations for modification are made, the President of the University will issue the decision to the parties by certified mail.

15. If modifications are recommended, the recommendation for modification shall be referred back to the Committee for additional review. The Committee must render its decision within five (5) working days.

16. To provide fairness and objectivity for the grievant, the Committee shall evaluate all comments and recommendations and shall consider the impact of the possible “Amended Decision” on the merit of the grievance, not on the basis of favoritism.

17. If the decision is for an amended decision, the “Amended Decision” shall be issued by the Committee within five (5) working days to the President of the University. Copies of the “Amended Decision” will be sent to the Academic Senate President.

18. Parties to the Grievance may respond to the issuance of the decision within five (5) working days. The decision becomes final and binding on the sixth working day following the issuance of the decision.

19. If the decision requires a change in University policy, procedure and/or impacts the fiscal or administrative authority of the University, the Executive Committee of the Board of Trustees and the President of the University must independently review the Committee’s decision.

**Appeal Process**

1. If the Grievant does not agree with the findings of the Committee of Academic Rights, Privileges & Grievances, an appeal of the decision must be provided in writing by the grievant and must be directed to the Academic Senate President and the President of the University within five (5) working days after the receipt by the parties.

2. The appeal must include a copy of the Committee of Academic Rights, Privileges & Grievances decision, the background information submitted to the Committee by the grievant, and a brief statement of the basis for the appeal.

3. The President of the University and the Board of Trustees have five
(5) working days to respond to the appeal.
APPENDIX

Charles R. Drew University of Medicine and Science

Please check the appropriate box below:

Appendix A

[ ] College of Medicine
[ ] College of Science and Health
[ ] Mervyn M. Dymally School of Nursing

GRIEVANCE HEARING

PROCEDURE OPENING STATEMENT
PRESENTATION OF CASE BY GRIEVANT
PRESENTATION OF CASE BY RESPONDENT
REBUTTAL BY GRIEVANT
SURREBUTTAL BY RESPONDENT
CLOSING ARGUMENTS
Appendix B

University-wide Grievance Procedures

Petitioner

Informal Procedures

Formal Resolution

Resolution

Faculty Concerns Committee

Ad Hoc Grievance Committee

College Grievance Committee

Decision

Risk Management

Chair Academic Affairs Committee of Board of Directors
President of Academic Senate

Grievant

Respondent

Appeal
Charles R. Drew University of Medicine and Science

Grievance Hearing Form

Petition No: _______________

Petitioner: _________________________

Date: _______________

Time Started: _______________

Time Ended: _______________

Petitioner’s Request: ________________________________________

Final Decision: _____________________________________________

Signatures: _______________________

Date: _______________
GRIEVANCE FORM

Today’s Date: ____________________________
Name of Petitioner: _______________________

Department Program: ____________________ Telephone: ________________________

Name of Person(s) being grieved: ____________________________________________

Brief Description of Grievance:
(May use separate sheet if necessary)

List Supporting Documents: ________________________________________________

Cite Policy/Procedure Violated: _____________________________________________

State the desired outcome of the Grievance Process: ________________________


PREVIOUS STEPS TAKEN FOR RESOLUTION OF THIS ISSUE

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FOR OFFICE USE ONLY

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Scheduled Hearing Date: __________________
Committee Members: ______________________


