

## Standard Operating Procedure

### Faculty Grievance Monitor and Assistant Faculty Grievance Monitor Appointments

#### Background

Under the Model Faculty Grievance Procedure and the Faculty Grievance Procedures approved by the Ann Arbor Schools and Colleges, SACUA appoints a tenured faculty member annually as a Faculty Grievance Monitor (FGM) to monitor all grievances and participate in the administration of all grievances with the Academic Human Resources. Due to the demands of the position and the need to expand the pool of knowledgeable faculty who understand faculty grievances, SACUA voted during the 2012-2013 academic year to also appoint assistants to the FGM. These procedures implement the requirements under the grievance procedures while incorporating SACUA's addition of FGM assistants. This procedure also forms the FGM and Assistant FGM into an "FGM Committee," with the FGM as chair.

#### Appointment

- **Faculty Grievance Monitor**
  - In February, SACUA shall appoint a Faculty Grievance Monitor (FGM) to serve a one-year term that begins on May 1<sup>st</sup>.
  - The FGM may be reappointed to consecutive terms.
  - The FGM must be a tenured faculty member of the Ann Arbor campus.<sup>1</sup>
  - The FGM is the principal individual appointed as SACUA's Faculty Grievance Monitor for faculty grievance cases on the Ann Arbor campus, with such responsibilities as are listed in any Ann Arbor campus grievance procedure.
  
- **Assistant Faculty Grievance Monitors**
  - In February, SACUA shall also appoint two to four assistants to the FGM for a one-year term that begins on May 1<sup>st</sup>.
  - Assistant FGM's may be reappointed to consecutive terms.
  - Assistant FGM's must be tenured faculty members of the Ann Arbor campus.
  - The FGM has the authority and discretion to delegate any responsibilities that arise pursuant to any of the Ann Arbor Faculty grievance procedures to any of the Assistant FGMs, including to serve as SACUA's Faculty Grievance Monitor for a particular case.
  - SACUA will aim to create a mix of faculty with and without experience serving as Assistant FGMs to help expand the pool of faculty with expertise in the administration of faculty grievance cases.

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<sup>1</sup> The one-year appointment and the requirement that the faculty member be tenured are current requirements stated in the faculty grievance procedures.

- **Additional Appointment Provisions**

- Among the FGM and Assistant FGMs, at least one appointed individual should be from the Medical School, since the Medical School has norms and procedures that sometimes differ from the rest of the University.
- If the term of the FGM or an Assistant FGM ends while that person is serving as the Faculty Grievance Monitor for an individual grievance case, they shall continue to serve as the Faculty Grievance Monitor in that case until it is completed.
- Because grievance cases may come to SACUA on appeal regarding whether an issue is grievable, the following cannot be appointed as the FGM or an Assistant FGM:
  - Any current SACUA member;
  - Any regular nonvoting participant in SACUA's meetings, including the Senate Secretary and the SACUA Immediate Past Chair.

### **FGM Committee**

- In addition to assisting with individual faculty grievance cases, the FGM and the Assistant FGMs shall together constitute the "FGM Committee."
- The FGM will chair the FGM Committee.
- The FGM Committee will have the following charge items:
  - Develop and maintain resources based on prior FGM experiences that would assist current and future FGMs in understanding the role and how to perform it well;
  - Develop and maintain a process for compiling data and reporting sufficient information and recommendations so that SACUA can annually review the effectiveness of the grievance system, while also avoiding overloading SACUA with complex and lengthy case summaries;
  - Assist SACUA with such other grievance system issues and initiatives that may arise—but with recognition that the FGM's primary responsibility is to assist with individual grievance cases, which is already a service workload that SACUA should take into account.
- The Faculty Senate Office shall provide administrative support for the work of the FGM Committee.

### **2023-2024 Transition Year**

- Because SACUA seeks to approve this SOP during a Fall Term, even though SOP contemplates Winter Term appointments, the following transitional modifications are approved:
  - Karen Staller is immediately reappointed as SACUA's Faculty Grievance Monitor, with a term ending on April 30, 2025. In the event that concerns are raised that this term of about 1.5 years may be in conflict with any grievance procedure requiring that the FGM be appointed annually, Karen Staller is hereby deemed and ratified by SACUA to have been appointed to a term that started May 1, 2023, with a subsequent annual term starting May 1, 2024.



- As soon as practicable after this resolution is passed, SACUA shall appoint four Assistant Grievance Monitors for terms also ending on April 30, 2025, with one being a faculty member from the Medical School.
- After April 30, 2025, the Faculty Senate Office shall automatically remove this “2023-2024 Transition Year” section from this SOP.

Approved by SACUA: September 25, 2023