

# Faculty Grievance Committee Charter

## **Purpose, Authority and Responsibilities**

As written in the College of Medicine Bylaws, the charge of the Faculty Grievance Committee is to: (1) Recommend policies and procedures pertaining to the reporting, investigation, and resolution of faculty grievances to the Faculty Council for approval; and (2) Investigate and conduct hearings on specific grievances of a faculty member or members per the Dean's request and provide recommendations to the Dean. The purview of this committee applies only to faculty whose primary appointment is in the College of Medicine.

## **Membership**

The voting membership of the Faculty Grievance Committee is as follows:

- Members of the General Faculty appointed by the Dean (N=5)

Qualifications and terms of membership are outlined in the College of Medicine (COM) Bylaws. General Faculty members appointed by the Dean must have achieved the rank of Professor or Associate Professor at the time of their appointment. The Dean may appoint administrative leadership and support personnel within the COM or campus community to participate in committee meetings as needed. There are no non-voting members of this committee.

## **Leadership**

The Committee will have a Chair, who will be appointed by the Dean and may serve a term of extended length of service as allowed by the COM Bylaws.

## **Meetings**

Meetings will be scheduled at least quarterly and may meet more frequently, or cancel meetings, as needed. Committee meetings may be conducted electronically, virtually, or in person. Meetings may be called by the Chair or by a majority of the voting members of the committee. A quorum for a meeting is 60% of voting committee members.

## **Operating Procedures**

The Committee may establish internal operating procedures/policies and develop sub-committees/taskforces consisting of members of the full committee, or involve other members of the campus community, to achieve its stated charge.

## **Agenda, Minutes, and Reports**

The College of Medicine Dean's Office will provide administrative support for the Committee. Formal transcripts of these meetings will not be kept given the charge of the committee and the subject matter of meetings. As noted in the charge, the committee will provide recommendations to the Dean. There will be no required report of activities from the Chair to the General Faculty.

## **Amendments**

The committee will review its charter at least biannually. Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification.

Approved by Faculty Grievance Committee: December 16, 2023

Approved by Faculty Council: January 12, 2024