IUPUC Faculty Grievance Board Procedures
[Revised Spring 2014]

1. Membership. Each academic division shall elect a representative to serve as a member of the IUPUC Faculty Grievance Board (The Board). That representative shall be a tenured faculty member; in the event that a division has no tenured faculty member, it may elect a non-tenured faculty member.

The Chair of the IUPUC Faculty Grievance Board must be a tenured faculty member and shall be elected annually by the members of the Board.

2. Terms. Members shall be elected for two year terms. Approximately half of the members shall be elected each year.

3. Duties and Procedures:

   a. In the event that a faculty member has a grievance, the IUPUC Faculty Grievance Board will encourage informal resolution of the grievance if appropriate and if such steps or discussions have not already been taken. Should informal resolution not be achieved or if it has not been achieved in a reasonable period of time, the following procedures apply.

   b. The IUPUC Faculty Grievance Board shall within two weeks hear any grievance case brought to it by any member of the Faculty. The Board shall consider grievances of faculty members or librarians concerning academic freedom, tenure, promotion, salary adjustment, the nature or conditions of work, or reappointment.

   c. If discrimination is found to be an issue in a grievance case, the case shall be forwarded to the Office of Equal Opportunity and the grievance process shall end.

   d. After hearing the case, the Board shall recommend action on the matter to appropriate persons or bodies within two weeks.

   e. The IUPUC Faculty Grievance Board shall file a written report of its findings and recommendations in a timely and expeditious manner. A copy of the final report on the Board's recommendations shall be sent to the:

      i. Grievant;

      ii. IUPUC Vice Chancellor and Dean;
iii. President of the IUPUC Faculty;

iv. Appropriate Division Head or other school administrative officer;

v. IUPUI Faculty Appointments and Advancement office; and

vi. Each member of the IUPUC Faculty Grievance Board.

f. At the conclusion of its work, the IUPUC Faculty Grievance Board shall preserve all documentation and audio recordings from the grievance procedures in a locked and secured space in the Office of Personnel Administration.

4. In each formal grievance case, the IUPUC Faculty Grievance Board acts in an impartial way. It is not an advocate for the faculty member or librarian, nor is it an advocate for the administration. The Board shall determine:

   a. Whether appropriate procedures were followed;

   b. Whether the grievance arose from consideration of the qualifications of the faculty member or librarian;

   c. Whether presentation of erroneous information affected the decision; and

   d. Whether essential fairness was accommodated throughout the process.

   e. The IUPUC Faculty Grievance Board may consider the issues set forth in 4 a-d regarding tenure grievances, but the Board shall not function as a substitute Promotion and Tenure Committee.

5. In those cases in which the IUPUC Faculty Grievance Board concludes that the rights of a faculty member or librarian have not been adequately protected, the Board is expected to formulate a recommendation for remediation.

6. The IUPUC Faculty Grievance Board may request and secure further information from the Grievant and/or the university Administration when it feels this is necessary to render a proper decision.

   a. The IUPUC Vice Chancellor and Dean and the Grievant shall make this written information available to the IUPUC Faculty Grievance Board all materials
relevant to the decision against which the faculty member or librarian had 
complained, provided that:

i. Confidential faculty records of other faculty members and librarians shall 
not be made available to the IUPUC Faculty Grievance Board; and

ii. All information obtained by the Board shall be shared with the parties to 
the grievance.

7. Review Process:

a. Complaints requesting review of administrative action by the Faculty Grievance 
Board shall be submitted in writing.

i. The complaint shall specify the action to be reviewed, the reasons for 
requesting the review and the proposed remedy.

ii. Complaints must be filed within one year of the alleged offense.

b. The Board shall schedule a hearing where each party has 30 minutes to 
summarize their case and to answer questions from the Board. The Board may 
call witnesses outside of the 30 minute summary.

i. This hearing will be audio recorded and the original recording will be 
sealed in an envelope and kept in the IUPUC Office of Personnel 
Administration. Parties to the grievance may listen to the recording in the 
Office of Personnel Administration, but may not copy it or remove it from 
the office.

8. Board recommendations

a. Upon completion of the review of all submitted documentation, the IUPUC 
Faculty Grievance Board shall meet in executive session to assess:

i. Whether a reasonable case has been made by the Administration to 
support the decision complained of by the aggrieved faculty member or 
librarian;

ii. Whether essential fairness was accommodated in observing the formalities 
and in following the procedures; and
iii. Whether the challenged actions are inconsistent with the policies of Indiana University or the policies of the school or division involved.

b. The Board shall render a decision within two weeks from the date of the hearing.

9. The Grievant may withdraw their grievance at any time in the process

a. If the Grievant withdraws the grievance, the review process shall cease and no IUPUC Faculty Grievance Board report shall be compiled.

10. The Final Report

a. The IUPUC Faculty Grievance Board must make a final report that includes:

i. The nature of the grievance and redress sought,

ii. A summary of the findings of the Board,

iii. Conclusions of the Board based upon the findings,

iv. Recommendations of the Board based upon the conclusions, and

v. Signatures of the Board members.

11. The grievant shall be advised of their right to further review through the IUPUI Faculty Council grievance process.

12. Confidentiality

a. The activities of the IUPUC Faculty Grievance Board shall be carried out in confidence.

b. Confidential material shall be treated in accord with the Indiana University Academic Handbook: "Policy governing access to and maintenance of academic employee records."

c. Public statements concerning the details of any case are to be avoided by the principals involved, including Board members, the Grievant, witnesses, observers, and administrative officials, prior to and during the hearing, and to the extent practicable at all times thereafter.