FACULTY MEETING AGENDA
NOVEMBER 11, 2005
HIERONYMUS LOUNGE
3:30 P.M.

I. Call to Order

II. Devotion & Prayer

III. Introduction of New Faculty Member

IV. Business
   A. Approval of Minutes of 14 October 2005
   B. Committee Report: Frank Percival, Professional Development
   C. Senate Report: Ray Rosentrater
   D. Task Force Reports: Shirley Mullen
   E. Action Item From Faculty Council: Faculty Grievance Procedures Handbook Change, Section 2.10, 2.10.1, 2.10.2*

V. Provost's Perspective: 5:00 p.m.

*Background on Action Item: John Sider noted a few years ago that there were some inconsistencies with our grievance procedures. In faculty discussions it seemed clear that we should separate the formal grievance process from informal conflict resolution guidelines. It may be best to remove the informal complaint guidelines altogether, or we run the risk of formalizing informal processes (and perhaps tie our hands in some cases). The question then becomes – where do we put our "informal" guidelines? On the web, in a separate document, as an addendum? Note that we are also contemplating "informal" guidelines for mentors, for department chairs, etc. Faculty council will bring a formal motion before the faculty, but in the meantime we encourage all of you to read the relevant sections in the Faculty Handbook and do some creative thinking.
2.10 Procedures for Resolving Grievances

These procedures provide recourse for a faculty member who has a grievance of a sort for which there is no provision in any of the following sections of the Faculty Handbook.

2.10.1 Resolving Complaints

No matter how good our intentions may be toward another person, conflicts will arise at times. Often minor conflicts can be worked out between parties (with or without intervention) and without the need to file a formal complaint. Sometimes a more intense or complex conflict may be best resolved with the help of others through a formal process (e.g., a harassment complaint). The process that follows is designed to encourage informal efforts to resolve complaints before a more formal approach is taken (see grievance procedure 2.10.2 and harassment policy 2.6.1). Ideally conflicts should be resolved quickly and, if possible, with the least amount of formality. Faculty should feel free to discuss such issues with the Provost at any time.

a) In most cases faculty should first attempt to resolve complaints by personally discussing the matter with the other party(ies) involved. Often, directly confronting the problem in this way is the simplest way to resolve conflicts and reconcile relationships.

b) If a complaint cannot be successfully resolved informally between the parties, the faculty member should then discuss the matter with a neutral third party, perhaps the campus pastor or a member of the counseling staff, who may be helpful in mediating a resolution to the problem.

c) If a complaint cannot be resolved by a chosen third party, the faculty member should then discuss the matter with his or her department chair, again with the hope of bringing about a positive resolution. (If the faculty member’s complaint is with the department chair, then the employee should discuss the matter with the Associate Academic Dean for Curriculum.)

d) If the complaint cannot be resolved by the department chair (or Associate Academic Dean for Curriculum), the faculty member should submit a written summary of the complaint to the Provost, who will then meet with the faculty member to determine whether the use of an external mediator is appropriate. The faculty member will receive an initial written acknowledgement from the Provost (generally within five working days), which will outline the process for reviewing and responding to the concern.

e) If the complaint is not resolved to the faculty member’s satisfaction, the faculty member may petition the faculty council (outlined below in 2.10.2, grievance procedure) or the President
of the College (following the complaint resolution procedures established in the staff handbook).

2.10.2 Grievance Procedures

A faculty member may petition the Faculty Council when he or she believes an application of a policy has been unjust. The petition will identify the issue and will set forth in detail the nature of the grievance, presenting any factual or other data the petitioner deems pertinent to the case. In acting upon a petition, the Faculty Council may:

a) refuse to review the case until other efforts at reconciliation and resolution have been attempted;

b) review the case and declare the grievance to be without merit;

c) review the case, declare the grievance to have merit and seek resolution; if resolution is not forthcoming then the Council may bring the matter to an executive session of the faculty;

d) for reasons of conflict of interest, decide that an ad hoc committee should be constituted to review the case.