

September 27, 2022

## MEMORANDUM

TO: University Committee on Faculty Affairs

FROM: Francisco A. Villarruel, Faculty Grievance Official

SUBJECT: **SEMESTER REPORT – SPRING & SUMMER 2022**

Article IX.G of the Faculty Grievance Policy (FGP) requires the Faculty Grievance Official to report to the University Committee on Faculty Affairs once each semester (spring and summer are combined). This report covers the activities of the FGO from January 10, 2022 through August 30, 2022.

In addition to the data in this report regarding grievances, inquiries, and conferences, in order to better serve faculty and administrators the FGO was involved in the following activities:

- Participated in the following State Bar of Michigan Alternative Dispute Resolution (ADR) webinars:
  - *The Mediator Forum: Where Mediators Learn From Each Other*
  - *ADR Restorative Justice Series*
  - *ADR: The Divided Community Project*
  - *ADR Annual 2-Day Summit* covering the following topics:
    - *The Power of Listening: Techniques to Create Constructive Conversations*
    - *Strategic Questioning: Asking the Right Question, in the Right Way, at the Right Time, to the Right Person*
    - *Working with Conflicting Perspectives of Reality*
    - *Why Do We Lie?*
- Participated in *A Way Forward in Practice: Myths and Misconceptions about Teaching Race and Racism*
- Participated in the following AAN Leadership Institute webinars to better understand changing University policies and procedures governing faculty and academic staff:
  - *Navigating the RPT Landscape at MSU*
  - *What You Need to Know - The Discipline Process for Academic Administrators and Managers*
  - *Navigating Conflict Narratives and Difficult Conversations*
  - *Working with Support Staff*
  - *Conversation with President Stanley*
  - *Conversation with Provost Woodruff*
- Served on the following AAN panels:
  - *Exploring Academic Leadership*
  - *Engaging with Faculty and Academic Staff on Retirement*
  - *Building Trust and Morale in a Changing Landscape*

- Participated in *DEI Truclusion* workshop
- Participated in webinar *Difficult Dialogues: Beyond Land Acknowledgements*
- Participated in *Active Shooter & Emergency Response* training
- Member of the College of Education Dean Search Committee
- Member of *Working Group on Best Practices for Risk Management Involving Faculty Activities*
- Served on the *Policy Library Advisory Committee* tasked with reviewing MSU policies for consistency and accuracy
- Participated in *Provost's Forum – Creating the Future for Michigan Students: Reality, Challenges, and Opportunities*
- Bylaw review – The office was asked to review department bylaws for clarity and potentially grievable issues for the following units: Religious Studies, Romance and Classical Studies, the Center for Language and Teaching Advancement (CeLTA), Epidemiology & Biostatistics, College of Social Science
- Maureen completed the following webinars: *Overcoming Your Own Unconscious Biases; WorkLife Office: Recognizing Antisemitism; Difficult Dialogues: Beyond Land Acknowledgements; Concur Next Generation UI Training; IT webinars on OneNote, Special Notebooks, OneDrive, Zoom, Teams*
- Hosted a virtual booth during New Faculty Orientation
- Attended UCFA and MSU University Council meetings

Listed on the following pages are the data associated with the activities for the Faculty Grievance & Dispute Resolution Office during the spring and summer 2022 semesters.

As a reminder, per Section IX of the FGP “**The FGO shall attempt to resolve grievances informally and without resort to formal hearings.**” To this end the FGO makes every effort to resolve disputes informally as the formal hearing process may introduce additional conflict into the working relationship making it more adversarial. We do our best to understand our visitors’ cause for concern and help develop pragmatic solutions to their conflicts via informal resolutions. Our aim is to clarify the underlying issue(s) and identify the most beneficial outcome(s) for all parties without resort to formal hearings wherever possible.

Please feel free to contact our office with any questions or comments. I appreciate your support.

Please note that the below numbers may not appear to be congruent due to the fact that the activity of a single grievance may take place in multiple reporting windows with each progressing at its own pace.

<b>1. FORMAL GRIEVANCE ACTIVITY</b>	<b>TOTAL</b>
1.1 Formal Grievances Filed during Spring/Summer 2022	7*
1.1.1 Subject of Filed Grievances:	
Discipline	4
Overload Pay	1
Reappointment	1
Discrimination	1
1.2 Grievances Resolved Informally/Withdrawn	1
1.3 Grievances Referred to OIE	1
1.4 Jurisdictional Findings	3
1.5 Jurisdictional Appeals Filed	2
1.6 Grievance Hearings	0
1.7 Appeals of Provost's Decision	0
1.8 Grievances Held in Abeyance	1
1.9 Grievances Pending Resolution	2
<b>2. FORMAL MEDIATION ACTIVITY</b>	<b>0</b>
<b>3. TOTAL CASES PENDING</b>	<b>3</b>

**\*Rank:**

Specialist-Fixed Term ..... 1  
 Associate Prof-Fixed Term..... 1  
 Professor-Tenure System..... 5

**4. CONFERENCES**

4.1	Subject:	Discipline	13
		FGO Procedures	9
		Annual Review	8
		Authorship/PI Conflict	4
		Departmental Procedures	4
		Teaching Load	4
		Department Climate	3
		Mediation	3
		Academic Freedom	2
		Bylaws	2
		Administrator Relations	1
		Compensation Dispute	1
		Defamation	1
		Formal Grievance	1
		Reappointment	1
4.2	Participants:	Faculty/Academic Staff *	31
		Administrators	24
		Other	3
4.3	Type:	One Person	56
		Two or more persons	1
4.4	Format:	Zoom	45
		Phone	11
		In-person	1

**TOTAL CONFERENCES .....57**

**\*Rank:**

Specialist-Fixed Term.....	1
Specialist-Continuing .....	3
Assistant Professor-Fixed Term .....	1
Assistant Professor-Tenure System .....	7
Associate Professor-Fixed Term.....	1
Associate Professor-Tenure System .....	6
Adjunct Professor-Fixed Term .....	1
Professor-Fixed Term.....	1
Professor-Tenure System.....	10

5. **INQUIRIES/CONTACTS** (via email)

The FGO engaged in a large volume of email communication related to the issues listed below; these numbers represent email “conversations,” pertaining to a single subject which typically included numerous emails per conversation. In some cases multiple parties were engaged in a single email communication:

5.1	Subject:	Formal Grievance	69
		FGO Procedures	55
		Discipline	21
		Department Climate	15
		Annual Review	14
		University Policies/Procedures	14
		Teaching Load	13
		Authorship/PI Conflict	10
		Mediation	10
		Bylaws	9
		Departmental Procedures	9
		Compensation Dispute	6
		Administrator Relations	4
		Informal Resolution	3
		Department Transfer	1
		Reappointment	1
5.2	Source:	Faculty/Academic Staff *	124
		Administrators	82
		Other	55

**Total Email Inquiries/Communications ..... 254**

**Additional Email Communications RE Panels\*\* ..... 150**

**TOTAL EMAIL INQUIRIES/COMMUNICATIONS ..... 404**

\*\*Communications pertaining to the seating of jurisdictional appeal and hearing panels are tallied separately from individual grievance-related inquiries.

**\*Rank:**

Specialist-Fixed Term.....	6
Specialist-Continuing .....	10
Assistant Professor-Fixed Term .....	1
Assistant Professor-Tenure System .....	12
Associate Professor-Fixed Term.....	1
Associate Professor-Tenure System .....	25
Adjunct Professor-Fixed Term .....	4
Professor-Tenure System.....	65

I take this opportunity to acknowledge the significant cooperation and assistance that this office has received from faculty and from deans, directors, and chairs and their associates who worked with us to attempt to resolve grievances informally. I want to acknowledge the assistance of the UCFA and the offices of the Provost and General Counsel in administering the Faculty Grievance Policy. I want to especially acknowledge and thank Interim Associate Provosts Lang and Austin, their assistant Ms. Fent, and FASA Directors Ms. Lewless, Ms. Sortman, Ms. Yelvington, and Ms. Yermak for their assistance concerning the mediation of grievances. Finally I'd like to thank FGDRO Administrative Assistant Maureen Cullen for her capable assistance.

Respectfully submitted,



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FAV/mc