

# MICHIGAN STATE UNIVERSITY

November 9, 2022

To: Jamie Alan, RPh, PharmD, Ph.D.  
Chairperson, University Committee on Faculty Affairs

Peter White, Ph.D.  
Chairperson, UCFA Personnel Subcommittee

From: Ann E. Austin, Ph.D., Interim Associate Provost and Associate Vice  
President for Faculty and Academic Staff Affairs (FASA)

Subject: UCFA Consideration of the Reappointment of the Faculty Grievance  
Official

## Background

The [Faculty Grievance Policy](#) ("the policy") articulates responsibilities of the University Committee on Faculty Affairs as it relates to the appointment, annual review, and reappointment of the Faculty Grievance Official (FGO), among other responsibilities. The role of the FGO is structured to be neutral; the FGO does not serve as an advocate for any party to any grievance, and while the FGO works with other administrative structures of the University in the pursuit of grievance dispute resolution, it is an independent position. In a shared governance model, the policy codifies that "the UCFA shall participate in the appointment, reappointment, and evaluation of the FGO, as described in the Appendix to this document."



## OFFICE OF THE PROVOST

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An internal search process was conducted in fall of 2018 to fill the vacancy of the Faculty Grievance Official position at that time. Following an internal search process (the UCFA personnel subcommittee served as the search committee), Dr. Francisco A. Villarruel, Ph.D., was appointed as the Faculty Grievance Official by the Provost and Acting President in February of 2019. The policy states that the FGO may be appointed for a term not to exceed five years, and the President may reappoint the FGO for additional terms of up to five years each.

## Consideration Request

Due to staff turnover and several transitions within the Office of the Provost, the Office of the Provost recently became aware that Dr. Villarruel's initial appointment has lapsed. Dr. Villarruel's initial appointment was for three years; from February 15, 2019 through August 15, 2022. After consulting with Dr. Villarruel, he has expressed his interest in continuing as FGO.

The Provost requests the UCFA's consideration of Dr. Villarruel's reappointment as FGO under the provisions specified in [Appendix II](#) of the policy (copied below).

## Appendix II. Evaluation and Reappointment of the FGO

“3. The UCFA shall establish procedures for review of the FGO's performance which shall be undertaken when reappointment of the FGO is under consideration. Such procedures shall involve input from individuals who have participated in grievances as grievants, respondents, their counsel, or hearing or appeal panel members or presiding officers.

4. If the FGO is a candidate for reappointment, the UCFA shall conduct a review of all of the FGO's years of service and submit a recommendation on the FGO's reappointment to the Provost and President.”

The Provost requests a recommendation from the UCFA on the FGO's reappointment by March 1, 2023.

Questions regarding this matter may be directed to myself or Kara Yermak, Director, Faculty & Academic Staff Affairs.

Cc: Francisco Villarruel, Ph.D., Faculty Grievance Official  
Thomas D. Jeitschko, Ph.D., Interim Provost  
Norman J. Beauchamp Jr., M.D., Executive Vice President for Health Sciences  
Teresa K. Woodruff, Ph.D., Interim President

Enclosures:

1. Faculty Grievance Policy