

AC 22 UNIVERSITY OF PITTSBURGH PROCEDURE (formerly 02-03-01)

CATEGORY: ACADEMIC AFFAIRS
SECTION: Academic Integrity
SUBJECT: Faculty Grievances
EFFECTIVE DATE: December 14, 2020
PAGE(S): 3

PROCEDURE

I. PURPOSE

To define the two-step process by which faculty members can seek redress for a grievance against certain actions by an administrator not covered by other University policies.

II. SCOPE

This procedure applies to all eligible members of the faculty as defined in section IV below. Research associates, whom the University excludes from faculty status, are not eligible to use this procedure.

III. ADMINISTRATIVE RESPONSIBILITIES

The Chairperson, Dean or Campus President will attempt to resolve an appeal or dispute within the department, school, or campus, before the grievance process is initiated.

The Senate Tenure and Academic Freedom Committee (T AFC) will conduct an informal investigation and dispute resolution process, following unsuccessful efforts at resolution at the department, school, or campus level.

The Provost, in consultation with the President of the Senate (and in consultation with the Senior Vice President for the Health Sciences in cases arising from the School of the Health Sciences), will select a grievance panel to investigate and make recommendations for resolution. The action taken by the Provost on the matter completes the process.

The Grievance Panel, comprised of three persons selected from the elected members of the Faculty Assembly, and augmented as necessary to represent appropriate constituencies within the University, will, upon completion of its investigation, report its conclusions and recommendations to the Provost.

IV. DEFINITIONS

Faculty eligible to use this Faculty Grievance Procedure include: all full-time or part-time faculty; and librarians with faculty status.

Grievance is defined as an action or decision that has adversely affected a member of the faculty in his professional capacity, that has occurred or been reached unfairly, improperly, or in violation of University policy.

V. PROCEDURE

Time for filing

In the normal case, the grievance procedure should be invoked no later than 90 days after the incident, or after the most recent incident in a pattern of incidents. A person who has made a good faith effort to solve a problem at the department, school or campus level, however, should not be cut off from this grievance procedure if the attempts stretch beyond 90 days.

First Step: Informal Grievance Process

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| Faculty Member | 1. | Apply for assistance from TAFC.

a. If efforts to resolve the grievance dispute at the department, school, or campus level do not achieve satisfactory results, contact the chair of the TAFC to initiate an informal investigation and dispute resolution process. |
| Chair of the Senate Tenure and Academic Freedom Committee (TAFC) | 2. | After being contacted by an aggrieved faculty member, appoint one of the committee's members to conduct an informal investigation and mediation effort to resolve the grievance dispute.

a. Every effort will be made to achieve a satisfactory resolution within two weeks of the initial contact with the aggrieved person. |
| TAFC Mediator | 3. | If a satisfactory result cannot be achieved, write a letter to the aggrieved faculty member (with a copy to the chair of the TAFC) making whatever findings and recommendations seem appropriate under the circumstances. |

Second Step: Formal Grievance Process

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| Faculty Member | 1. | File a written complaint with the Provost.

a. In the event that the informal investigation and mediation process does not resolve the grievance dispute, submit to the Provost a written statement of the grievance and the circumstances out of which it arose.

b. The written statement will be the complaint that will initiate the formal grievance procedure, and must be submitted within 30 days of receipt of the TAFC letter. |
| Provost | 2. | Within two weeks of receipt of the complaint, in consultation with the President of the Senate (and in consultation with the Senior Vice President for the Health Sciences in cases arising from the Schools of the Health Sciences) select a panel of three persons to constitute the Grievance Panel for the case.

a. The panel will normally be selected from the elected members of the Faculty Assembly, and will be augmented as necessary to represent appropriate constituencies within the University. |
| Grievance Panel | 3. | Follow the same procedures as are followed by Appeals Panels in cases involving denial of tenure of promotion, as set forth in Policy and Procedure 02-02-10, Faculty Reviews and Appeals. |

- a. Persons acting in an official capacity within this procedure shall maintain confidentiality to the extent practicable.
- 4. Upon completion of its investigation of the grievance, the Panel shall report its conclusions and recommendations to the Provost, with copies to the aggrieved faculty member and the person against whom the grievance was brought.
 - a. The report shall be written so as to protect confidentiality.
- Provost
- 5. Notify the President of the Senate, the Chair of the TAFC, and the parties concerned of the recommendations and the action taken.
 - a. Should the Provost not accept the recommendations of the Panel, the Provost shall, within 30 days of receipt of the report, notify all the above-mentioned parties in writing of the reasons for rejecting the recommendations.
 - b. The action taken by the Provost on the matter completes the process.

VI. REFERENCES

Policy AC 22 (formerly 02-03-01), Faculty Grievances

Policy AC 28 (formerly 02-02-10), Faculty Reviews and Appeals

Procedure AC 28 (formerly 02-02-10), Faculty Reviews and Appeals