Review Process

An ad hoc Hearing Committee shall be chosen from a hearing panel, as described below.

 Grievance Hearing Panel

(1) By October 1 of each year, a Grievance Hearing Panel shall be selected for each campus. The panel shall consist of between thirty (30) and sixty (60) faculty members. Unless otherwise provided by the campus faculty governance body, these will be faculty members on regular appointment without full-time administrative appointments. The campus faculty governance body may provide that full-time faculty members on non-regular appointment without full-time administrative appointments may also be selected for the panel. The number and method of selection of such non-regular faculty members shall be determined by the faculty governance body and the Chancellor of each campus. The specific number of faculty members for the panel shall be appropriate to the needs of the individual campus as agreed to by the faculty governance body and the Chancellor of each campus. Half of the Panel members shall be appointed by the campus faculty governance body, and half shall be appointed by the Chancellor. In selecting the individuals for the Panel, both the campus governance body and the Chancellor should take into account the diversity of the faculty community particularly with regard to academic divisions, ethnicity, and gender.

(2) The Hearing Panel shall have a rotating membership. Each member of the Hearing Panel shall serve a three-year term. In order to establish the rotation, the length of the initial term of 1, 2 or 3 years shall be established by lot. At the end of each academic year, both the faculty governance body and the Chancellor shall choose new Panel members to replace the 1/3 whose regular terms will expire on September 30. Half of the new Panel members shall be chosen by the faculty governance body and half shall be chosen by the Chancellor in accordance with a.1 above. A member's term shall expire on August 31 of the third year unless he/she is serving at that time on a Hearing Committee still in the process of reviewing an unresolved grievance. In such case, the member's term shall expire as soon as the committee has submitted its written report of the findings and recommendations to the Chancellor.

(3) If the faculty governance body and the Chancellor agree that a temporary increase in the size of the Grievance Hearing Panel is needed, additional faculty members may be appointed as outlined in G.2.a. (2). Such appointments shall be temporary and shall end on September 30 of the next academic year unless the temporary member is serving at that time on a Hearing Committee still in the process of reviewing an unresolved grievance. In such case, the members term shall expire as soon as the committee has submitted its written report of the findings and recommendations to the Chancellor.

a. Hearing Committee

(1) From the panel established in accordance with G.2.a, an ad hoc Grievance Hearing Committee shall be drawn for each case, according to the following procedures:

(a) The chairperson of the faculty governance body (or designee), with the Academic Grievance Officer (or designee), shall randomly draw 12-16 names from the Grievance Hearing Panel to be presented to the grievant and respondent. The specific number shall be as agreed to by the faculty governance body and the Chancellor. One-half the names shall be drawn from those members of the Grievance Hearing Panel appointed by the faculty governance body, and one-half shall be drawn from those members appointed by the Chancellor. The names shall be drawn alternately from the two groups commencing with the group appointed by the faculty governance body. The order in which the names are drawn shall be recorded. Both the grievant and respondent shall be invited to be present for the drawing.

(b) The list of 12-16 randomly drawn names, in alphabetical order, shall be presented to both the grievant and respondent. The grievant and respondent may each strike three names from the list. Neither the grievant nor the respondent will be informed as to which names were struck by the other.

(c) From the list of remaining names, the Academic Grievance Officer, in consultation with the chairperson of the faculty governance body, shall contact by letter, the first five persons selected by the random drawing, informing them of their appointment to a Hearing Committee, and requesting acknowledgment of that appointment. The others whose names remain on the list are alternates. At the same time, a letter shall go to each of the alternates, advising them of their alternate standing, and requesting acknowledgment of their appointment if one of the first five individuals selected cannot serve. Both those selected and the alternates may in addition be notified by other means. If no acknowledgement is obtained by letter or other means within seven (7) days from the date of the letter, or if one of the first five individuals chosen is unable to serve, alternates who have acknowledged they are able to serve will be named to the Hearing Committee in the order in which their names were randomly drawn, until a panel of five members has been constituted. In the event that the list of alternates is exhausted before a panel of five is established, the process for random drawing, as described in b.(1)(a) shall be repeated until a Hearing Committee is constituted.