

## **Faculty Complaint Review Procedure**

**Authority:** California State University, Stanislaus (CSUS) Faculty Handbook, Constitution of the General Faculty, Article IV, Section 2.2 (a).

**Purpose:** The purpose of the Faculty Affairs Committee (FAC) Complaint Review Procedure is to provide members of the general faculty with an unbiased, fair and equitable procedure to help faculty resolve issues and/or solve problems.

**General Provisions:** Prior to requesting a review with the FAC, the potential complainant(s) should try to achieve a resolution of any dispute, disagreement, or misunderstanding between or among the affected parties.

Members of the CSUS general faculty should request assistance from FAC for matters within the jurisdiction of the FAC.

### **JURISDICTION:**

#### 1. Faculty Affairs Committee

The FAC shall receive, investigate, and process requests for review limited to local issues related to and arising under Article IV, Section 2.2 of the CSUS Constitution of the General Faculty. FAC will NOT review issues governed by the Unit 3 Collective Bargaining Agreement, Affirmative Action/EEO/Civil Rights rules, regulations, and compliance orders, Title 5 of the California Administrative Code, and the California Education Code. See #2 and #3 below for specifics.

#### 2. Unit - 3 Collective Bargaining Agreement

Wages, hours of employment, and other terms and conditions of employment of the members of the general faculty are governed by the Unit 3 Collective Bargaining Agreement entered into pursuant to provisions of the Higher Education Employer-Employee Relations Act (HEERA) by and between the Trustees of the California State University and the California Faculty Association. All matters affecting a faculty member arising under the terms and conditions of the Unit 3 Collective Bargaining Agreement are subject to receipt and process pursuant to the appropriate procedure set forth in the Collective Bargaining Agreement.

#### 3. Discrimination and Harassment

Complaints and issues related to race, ethnicity, gender, sexual preference or orientation, sexual harassment, color, religion, marital status, pregnancy, age, disability, or veteran's status shall be governed, received and processed pursuant to established campus Affirmative Action policy and procedures, and pertinent CSU Executive Orders.

### **GUIDELINES:**

#### 1. In order for the FAC to serve faculty,

- a. Requests may be directed to the FAC chair or any member of FAC

- b. FAC will work with the faculty member to determine the best way to solve the problems.
  - c. The other faculty member(s) that is/are involved will be informed of the request, and they will be given an opportunity to respond.
  - d. The requestor will be informed of the response(s) from the other faculty.
2. The FAC may request the complainant(s) to provide additional informational and/or a draft of the request and set a specific time for resubmission to the FAC.
3. A request for assistance with solving a problem will be handled by FAC with as much confidentiality as possible. The faculty member will be informed before anyone else is given information about the issue/problem.
4. If at any time during the review process it is determined that the matter is outside the jurisdiction of the FAC, the complainant(s) and respondent(s) will be notified and FAC will no longer be involved.
5. The complainant(s) may withdraw the request at any time. FAC will notify any respondent(s) of the withdrawal. There is a possibility that the FAC may continue to address the issue in its own name.
6. In the event an involved faculty member is on leave or otherwise absent from work, the process may be suspended by the FAC. **Approved on 1/17/06 by FAC/SEC**