

BYLAWS
FACULTY GRIEVANCE COMMITTEE
OF THE
VALDOSTA STATE UNIVERSITY FACULTY SENATE
February 2023

NAME:

The official name of this committee is “Faculty Grievance Committee.”

PURPOSE:

The Faculty Grievance Committee is a permanent committee in accordance with the Faculty Senate Bylaws.

The Faculty Grievance Committee is charged with the following duties:

- Conduct inquiries into faculty grievances and assist informally when a faculty member requests either orally or in writing with the resolution of grievances.
- Receive and review formal written grievances submitted by a member of the faculty and, where appropriate, conduct formal investigations and, if necessary, convene a hearing following the “Grievance Procedures and Dispute Resolution” policy in the Faculty Handbook (March 2022). The link to the policy in the handbook is: <https://www.valdosta.edu/academics/academic-affairs/faculty-handbook/personnel-policies.php#grievance>
- The Faculty Grievance Committee processes and procedures are expressed in the Faculty Senate Bylaws, Article II, Section J, Subsection iii.

MEMBERS:

The membership of the Faculty Grievance Committee shall be composed of one Chairperson and fourteen Faculty members. One tenured Elected Senator appointed for a one-year term as Chairperson by the Committee on Committees; and fourteen tenured members of the General Faculty—one elected by the General Faculty of each undergraduate college, one elected by the General Faculty of Odum Library, and eight elected at large by the General Faculty of the University.

The terms of elected Faculty Grievance committee members are for three years. The terms are staggered by the Committee on Committees so that one-third of the membership is replaced each year.

Members leaving the Faculty Grievance Committee before their term expires must submit a written resignation to the Faculty Grievance Committee Chair no less than seven working days in advance of the effective date of the resignation. The Chair will forward copies of the written resignation to the Committee on Committees within five working days of receipt of any member’s resignation. The Committee on Committees will, within ten working days of receiving the notice of the resignation, appoint a replacement for members who resign. The appointed member will serve only for the remainder of the resigned person’s three-year term.

OFFICERS:

The Chairperson of the Faculty Grievance Committee must be an elected Faculty Senator who will serve as Chair for a one-year term. The term may be renewed.

The Faculty Grievance Committee will appoint a Committee Secretary from among its members who will keep written minutes of all meetings. Copies of committee minutes or recordings, reports, proposals, recommendations, amendments, and all other documents will be collected and placed in the University Archives of the Odum Library.

SUBCOMMITTEES:

The Faculty Grievance Committee may establish subcommittees as needed. The Faculty Grievance Committee Chairperson will inform the Committee on Committees of the subcommittee and its members at the time a subcommittee is created. The Faculty Grievance Committee will select the members of subcommittees. The Faculty Grievance Committee Chair will appoint a subcommittee chair from the members of the subcommittee. All subcommittees must submit reports to the Faculty Grievance Committee Chair within ten working days of the conclusion of the subcommittee's charge. The Faculty Grievance Committee will establish the terms of its subcommittees and the subcommittees will disband once they have completed their charges.

PROCEDURES:

The Faculty Grievance Committee will establish a schedule of meetings for each academic year and will submit the schedule to the Committee on Committees. All Faculty Grievance Committee meetings are open, except in cases of personnel actions, in which case the meetings will be closed.

A simple majority of the voting membership of the Faculty Grievance Committee constitutes a quorum. Approval of motions is by a simple majority vote of the voting members of the Faculty Grievance Committee present and voting. The Faculty Grievance Committee will not accept proxies but will accept written absentee votes addressed to the Chair of the committee.

Proposals, recommendations, reports, and other materials for consideration by the Faculty Grievance Committee must be submitted to the Chair within ten working days in advance of a scheduled meeting.

The Faculty Grievance Committee Chairperson will prepare an annual report and submit it to the Executive Secretary of the Faculty Senate by April 30.

AMENDMENTS:

Proposed amendments to the bylaws of the Faculty Grievance Committee must be submitted in writing to the Chair at least ten working days before the next scheduled meeting.

Approval of proposed minutes to the Bylaws of the Faculty Grievance Committee will be by majority vote of the voting members present and voting.