

**Supplemental Procedures:  
The Faculty Grievance Advisor Position  
February 22, 2022**

The purpose of the Faculty Grievance Advisor (FGA) is to receive formal grievances filed under the [Procedures for Resolving Faculty Grievances \(Arising under Section 607\(3\) of The Code of the University of North Carolina\)](#) and to serve as a resource to parties to a grievance, by clarifying processes and procedures and reviewing petitions to determine if all criteria have been met. All responsibilities of the FGA are articulated in the [Procedures for Resolving Faculty Grievances \(Arising under Section 607\(3\) of The Code of the University of North Carolina\)](#).

The FGA has no authority or capacity to alter policy, offer legal advice, or provide psychological counseling. The FGA does not conduct investigations or serve as an advocate or representative for any group or individual. Unless required by law or Section 607(3) of The Code of The University of North Carolina, the FGA does not participate in any formal grievance, hearing, administrative or legal proceeding. The FGA can assist faculty by making referrals to other offices within the University if concerns shared by faculty do not fall within the scope of the Procedures for Resolving Faculty Grievances.

### **Qualifications**

In accordance with the [Procedures for Resolving Faculty Grievances \(Arising under Section 607\(3\) of The Code of the University of North Carolina\)](#), the FGA will be selected from tenured members of the faculty. Criteria for serving as FGA include good listening and communication skills and familiarity with the grievance policy and process. The FGA should be fair-minded, diplomatic, comfortable speaking to people with varying backgrounds, and sensitive to issues of diversity, equity, and inclusion. The FGA reports directly to the Provost and Vice Chancellor for Academic Affairs.

### **Selection Process**

To fill the position of the FGA, the Faculty President on behalf of the Faculty Executive Committee (FEC) sends out a call for applications in the last semester of the current FGA's service. Applications must include a letter of interest, current curriculum vitae, and written agreement by the faculty member's department chair and dean that if selected, the faculty member will be able to serve. The FEC, acting as a committee of the whole or by appointing a nominating committee, will review applications and recommend one or more candidates who meet the specified qualifications to the Provost and Faculty President. Final selection of the FGA will be made by the Provost after discussion with the Faculty President.

When mid-term vacancies occur in either position, the Faculty President, with the concurrence of a 2/3 vote of the FEC, shall have the authority to recommend a faculty member to fill the vacancy. The appointee will serve until the end of the incumbent's regular term.

### **Term of Service**

In accordance with the [Procedures for Resolving Faculty Grievances \(Arising under Section 607\(3\) of The Code of the University of North Carolina\)](#), the FGA will be appointed for a three-year term. Terms are renewable once for a maximum of six consecutive years of service. The position is assumed to require 20% effort and the FGA's department will be compensated for one course during the academic year (Fall or Spring) in return for this service. Although most faculty are on nine-month contracts,

conflicts requiring resolution may require attention during the summer months. To accommodate the need for access during the summer, a stipend will be provided for the FGA. The FGA shall not participate in any personnel processes or decisions where a conflict of interest exists concurrent with appointment as the FGA.

### **Record Keeping**

The FGA will maintain records of the number of faculty who use their services as well as the types of consultations. The written report should describe broad categories of issues brought to the attention of the FGA and a summary of services provided.

Complaints or concerns about the FGA should be directed to the Provost or to the Faculty President. The Provost may remove the FGA from office for failure to perform the duties of the office or violation of the standards of professional conduct.

Personally identifiable records kept by the FGA will be maintained in accordance with the North Carolina Public Records Act. Records that are not personally identifiable will be used for statistical analysis and reporting of trends to the University.

### **Retaliation**

All faculty consulting the FGA can do so without fear of reprisal. [University Policy 803: Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection](#), including the whistleblower protection provided in that policy, is applicable to faculty members who consult with the FGA regarding any Improper Activities, as that term is defined in University Policy 803.