

**UNIVERSITY OF ILLINOIS SPRINGFIELD
FACULTY ADVISORY COMMITTEE**

CHARGE

The Faculty Advisory Committee shall provide for the orderly voicing of suggestions for the good of the University, afford added recourse for the consideration of grievances, and furnish a channel for direct and concerted communication between the faculty and the administrative officers of the University, its colleges, schools, institutes, divisions, and other administrative units on matters of interest or concern to the campus faculty or any member of it.

In performing its functions, the Committee shall make such investigations and hold such consultations as it may deem to be in the best interest of the University. A member of the faculty or a retired member shall be entitled to a conference with the Committee or with any member of it on any matter properly within the purview of the Committee. Matters brought before the Committee by a grievant will be held in complete confidence except as the grievant and the Committee agree to the contrary.

University of Illinois Statutes

ARTICLE II: LEGISLATIVE ORGANIZATION

Section 4. Faculty Advisory Committee (As amended in October, 2014). At each campus the faculty shall elect a Faculty Advisory Committee, which shall provide a means for the orderly voicing of grievances or related concerns about the governance and procedures of academic or administrative campus units. A member of the academic staff or retired member shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee. Academic employees who are members of the Professional Advisory Committee electorate shall use the procedures outlined in Section 5 of Article II. In addition, the committee may make confidential reports on personnel matters at the request of the provost, chancellor/vice-president, or the president. In performing these functions, the committee shall make such investigations and hold such consultations as it may deem to be in the best interest of the campus.

The committee may also make recommendations for changes to campus policies based on these investigations and deliberations.

Date: November 2, 2018.

Each campus senate shall determine eligibility for membership on the Faculty Advisory Committee for its campus from among the members of the Faculty Advisory Committee electorate, except those who hold administrative appointments at the level of department chair/head or above shall not be eligible for membership. In October 2014 the UIS senate Resolution 29-9 has determined that all persons with at least a 50% faculty appointment are eligible to vote and serve on the Faculty Advisory Committee.

No more than two members of the committee may hold paid appointments in the same college or in the same unit organized independently of a college.

The committee shall elect its own chair at its first meeting of each academic year. The committee shall adopt its rules of procedure, copies whereof shall be sent to all members of the academic staff (as defined in Article IX, Sections 4a and 3c) and to the chancellor/vice president and the president.

The committee shall report on its activities and recommendations to the senate and the faculty as it deems appropriate, but at least once a year. These reports shall maintain the confidentiality of individual personnel cases, but may describe the broad nature of cases presented to it.

Other references to FAC in Statutes: Article X. Section 1 e (“Proceedings seeking the dismissal before the expiration of the term of appointment of an appointee to the academic staff who is on definite tenure or of an appointee to the academic staff who is on indefinite tenure”) :

(1) Charges. When it shall appear to the president that cause for the dismissal of an appointee may exist, the president shall consult with the Faculty Advisory Committee. The president, after such consultation, shall determine whether dismissal proceedings should be instituted. Charges looking to dismissal shall be preferred by statement in writing by the president or the president’s designee and shall be filed with the clerk or secretary of the senate within thirty days after the consultation with the Faculty Advisory Committee. The statement shall be sufficiently specific reasonably to inform the appointee of the nature of the charges and enable the appointee to present a defense to them.

(8) Reassignment of Duties. Under exceptional circumstances and when such action is clearly necessary and justified, the president may direct that a faculty member be relieved of some or all of the faculty member’s university duties and functions and reassigned to others without prejudice and without loss of compensation pending the final decision of the case, subject to the following provisions:

- (a) the president may reassign duties before the filing of any charges only after giving notice to the chair or in the absence of the chair from the University to some member of the Faculty Advisory Committee that the president believes that cause for dismissal may exist;

- (b) if the president reassigns duties after so giving notice to the chair or some member of the Faculty Advisory Committee, such reassignment shall terminate within thirty days after that committee has made its recommendations to the president unless the president initiates dismissal proceedings by the filing of charges for dismissal within that thirty-day period; and
- (c) if the president initiates dismissal proceedings by filing charges for dismissal, the president may reassign duties or extend a previous reassignment of duties until the termination of those proceedings or until the effective day of dismissal if the proceedings should result in dismissal.

PROCEDURES

- (1) Any faculty member, current or retired, may voice a suggestion for the good of the University or submit a request for consideration of a grievance to any Faculty Advisory Committee (FAC) member. FAC members may not refuse to hear a suggestion or grievance. The FAC member who is consulted shall promptly report the matter to the FAC. A faculty member may also request FAC consideration of any matter which is in the interest of the University and/or which is related to any grievance. In performing its functions, the committee upon the request of the chancellor, the president, or any member of the academic staff, or upon its own initiative shall make investigations and hold consultations as it may deem to be in the best interest of the University. The FAC prefers to investigate a suggestion or grievance after all other University avenues of appeal have been exhausted. Further, the faculty member submitting a grievance is informed of the inadvisability of concurrent investigations of his/her case by other University or external channels and the FAC. The FAC shall suspend an investigation upon request of the faculty member who initiated it.
- (2) The FAC distinguishes between consultations and cases as follows:

Consultations:

Any faculty member may request a meeting with the FAC. This meeting, or series of meetings, is termed a consultation. Whenever practical, two members of the FAC take part in the initial consultation. At this stage we collect information pertaining to a suggestion or grievance, and offer advice on how to proceed. Throughout a consultation, the consulting FAC member(s) report to the committee as a whole. After the FAC as a whole has reviewed the matter, the committee may offer further advice or recommend that the faculty member

- (a) pursue other options or
- (b) exhaust other avenues of appeal; the committee may also offer additional advice. In some instances the FAC may determine that the matter is outside of its purview.

Cases:

If the FAC determines the matter to be within its scope, the committee may assign case status and instruct the chair to

- (a) take up the matter with appropriate University authorities, or
- (b) appoint a subcommittee from the FAC membership. The subcommittee shall investigate and report its findings and recommendations to the FAC. This investigation often involves interviews with faculty member who contacted the FAC and with other relevant faculty and administrators. The Committee shall review the subcommittee report and
 - (a) return it to the subcommittee with appropriate instructions,
 - (b) arrange a meeting(s) of the committee or subcommittee with the parties concerned,
 - (c) take up the matter with appropriate University authorities,
 - (d) recommend any action it deems in the best interest of the faculty member involved and of the University,
 - (e) communicate its conclusions to the faculty member and to appropriate administrators and others, or
 - (f) dismiss the matter.

Normally recommendations arising from cases are made to the Provost and/or Chancellor.

- (3) Whenever the committee recommends that administrative action be taken, appropriate parties to the grievance shall be notified promptly and given an opportunity to bring to the committee's attention, within a reasonable time, any misunderstandings which might have affected the committee's conclusions, or bring to the committee's attention any additional information relevant to the matter.
- (4) A recommendation involving administrative action will be accompanied by the request that the matter be considered within thirty (30) days and the committee informed of the outcome.
- (5) Any matter coming before the committee shall be held confidential unless the grievant and the committee agree otherwise. If this should occur or if a public statement is made concerning the committee's role in the matter, confidentiality will continue to be maintained for those aspects of the matter not mentioned in the public statement. Public statements are made by the committee only in rare cases and shall be made by the chair or his/her appointee and shall have prior approval by a majority of the entire committee. If litigation should occur in a matter before the committee and it becomes impossible to avoid disclosure of documents or testimony because of court orders, the committee as a body or any member of the committee must comply. All parties interviewed in connection with FAC cases shall be informed of this confidentiality policy.
- (6) At the request of the chair, and with the approval of a majority of the committee members, a former member may be recalled to participate in current committee deliberations and actions involving a case in which he/she previously performed a principal role. During such deliberations, the former member shall be accorded the

same rights and obligations of committee membership outlined in these procedures, except that he/she shall not be counted in determining a quorum nor have voting privileges.

- (7) In accordance with the FAC File Policy, committee minutes and records shall be considered confidential and open to inspection only for reasons satisfactory to the committee and authorized by it in writing, or by court order. The committee's records shall be kept on file in the FAC Office for 20 years. After that time, the files shall be transferred to the University Archives where they will remain closed for an additional 10 years. (Copies of the committee's File Policy are available upon request.)
- (8) A chair is elected by a majority vote of the entire committee. The chair may designate a chair pro tempore to conduct official business of the committee in his/her absence. As an elected member, the chair shall have one vote on all questions, except as noted in Article 9 below.
- (9) A member of the committee shall be recused, either by his/her own initiative or by a majority vote of the committee, from any participation on any matter with elements of conflicting interest. On those occasions when the chair might be deemed to have a conflict of interest, a chair pro tempore shall be designated to conduct official business of the committee.
- (10) A committee member shall accept no gifts from any party to a consultation or case before the FAC.
- (11) A majority of the elected membership shall constitute a quorum. Attendance by teleconference or videoconference will count towards a quorum as long as (1) all members have received a copy of all pertinent documents and (2) all members participating can hear each other at the same time. Approval by a majority of those members present shall be required for adoption of any measure, including public statements, member replacements, or amendments to these articles, as indicated below. A minority may file a statement to accompany any recommendation by the majority.
- (12) If a member of the Faculty Advisory Committee resigns, he/she will be replaced by the person who received the highest number of votes among those who failed to be elected in the most recent election. The replacing member will complete the term of the member being replaced.
- (13) The chair of the committee may, with the approval of a majority of the committee members, request the resignation and replacement of a committee member who fails to attend committee meetings regularly and who does not participate fully in the work of the committee.
- (14) These articles of procedure may be amended at any time by a majority vote of the entire committee and are adopted on an annual basis by the committee.
- (15) The committee shall report to the faculty annually and at such other times as it may deem appropriate. Copies of such reports shall be sent to the Provost, the Chancellor, the President, and the Clerk of the Senate.