

Faculty Review Committee (from the St. Olaf College Faculty Manual)

- a. The Faculty Review Committee receives petitions, investigates, conducts hearings, and makes recommendations under the grievance and appeals procedures of the Faculty Manual in sections 4.XXI. Grievance Procedure and 4.XXII. Appeals Procedure.
- b. Responsibilities:
 - 1) To serve as the Grievance Committee as described in the Grievance Procedure. (section 4.XXI)
 - 2) To hear appeals as described in the Appeals Procedure. (section 4.XXII)
 - 3) To make a report at the end of each academic year to the Review and Planning Committee of its activities in the preceding year as described in d., below.
- c. Personnel
 - 1) Three tenured faculty members designated as regular members at the time of their elections.
 - 2) One tenured faculty member designated as the alternate member at the time of election.
 - 3) No two members of the committee may have primary appointment in the same faculty.
 - 4) All members of the committee shall have been members of the faculty for at least five academic years.
 - 5) No member of the committee may be an Associate Dean or administrative officer
- d. Procedures:
 - 1) The committee shall elect a chair from among its regular members.
 - 2) Members shall excuse themselves, or the chair may excuse a member, from consideration of those cases where the members impartiality could be questioned. These cases include, but are not limited to, those that present a clear conflict of interest, those in which they may be called upon to offer testimony, and those in which they are named in the petition as being involved in the grievance or decision being appealed.
 - 3) If a regular member is excused from the consideration of a case, the alternate, if not also excused, will serve for the consideration of that case.
 - 4) If the chair is excused from the consideration of a case, the remaining members will elect a chair for the consideration of that case.
 - 5) Three members of the committee shall constitute a quorum for the hearing of a grievance or appeal.

6) In the event that a quorum cannot be reached for a particular grievance or appeal, the elected faculty members of Review and Planning Committee shall elect sufficient replacements for the excused regular members to reach a quorum. These replacements shall serve only for the particular grievance or appeal, and must meet the requirements for membership in c., above.

7) The annual report of the Committee to the Review and Planning Committee shall provide only the information described herein for each petition and only after all steps of the procedures are completed.

a) For each grievance petition received, the report shall first state whether the grievance merited investigation. For those grievances that merited investigation, the report shall state (1) whether hearings were held, (2) if a resolution resulted during or at the conclusion of its hearing, and (3) whether the committee issued its findings of fact and attendant recommendations.

b) For each appeal petition received, the report shall first state whether the appellant established a prima facie case of improper and/or inadequate consideration. For those appeals where a prima facie was established, the report shall state (1) whether a report of findings was made and, if not, the reason why a report was not made and (2) whether the committee found either improper or inadequate consideration. If improper or inadequate consideration was found, the report shall state (3) at what points in the decision process it occurred, and (4) whether the decision was reversed or if some or all of the applicable procedures were reviewed or repeated.

e. Terms of Office, Nominations, and Elections:

1) The term of office is three (3) years. The terms shall be staggered

When it is necessary to fill a position on or replace permanently a member of the committee, the Nominating Committee shall present the names of two candidates for election by the faculty. Additional nominations shall be allowed providing that the nominees meet the requirements in c., above. The term of the replacement shall be the remainder of the unexpired term.