

**Faculty Advisory Board
Operating Code**
Created November, 2018

OUTLINE:

1. FAB function and membership
2. Advisory Panel function and membership
3. Grievance Panel function and membership
4. Sexual and Gender Based Misconduct Panel function and membership

1. FACULTY ADVISORY BOARD (FAB)

FUNCTION:

If and when needed:

1. To provide a pool of faculty peers to staff an Advisory Panel (AP, see below), which is convened in the formal investigation of a discrimination or harassment charge made against a member of the Faculty
2. To staff a Grievance Panel (GP, see below), which is convened (i) when a member of the Faculty appeals disciplinary sanctions, based upon charges of professional incompetence, neglect of duties, professional misconduct, or personal misconduct or (ii) when the Associate Dean of the Faculty (faculty affairs) believes dismissal of a member of the Faculty is warranted, based upon charges of professional incompetence, neglect of duties, professional misconduct, or personal misconduct
3. To provide faculty to hearings related to sexual and gender based misconduct (SGBM, see below)
4. To provide three members to serve on the Administrative Hearing Board and one member to serve as Faculty representative in cases of academic integrity violations.

MEMBERSHIP: Five members of the Faculty, at least three of whom must be tenured and two of whom may be untenured at the time of appointment, serving overlapping three-year terms. For new member appointments, FEC holds an election; after conferring with FAB concerning the need to appoint a representative FAB, FEC consults with the DOF/VPAA regarding the election results; FEC then appoints new members of FAB. All FAB members will be trained in matters of discrimination, harassment, and disciplinary proceedings (organized and offered approximately once a year, as needed, by Human Resources and the Dean of Faculty office). FAB members will have additional training on sexual and gender-based misconduct (organized and offered once a year, typically in the fall, by the Title IX coordinator and the Dean of Student Affairs Office) . Appointments will be based on an initial expression of preference & the vote of the faculty, and when necessary FEC appointment. Members of FAB may not serve concurrently on CAFR, ATC, PC, or TRB. FAB will select its chair from its membership for the next academic year by May of the previous academic year from continuing members.

At the conclusion of each academic year, the chair shall submit FAB's annual report to the committee, and after approval by the membership, publish it for the faculty. This annual report will include the number of times that FAB members were called to serve for each panel outlined below. It will also include the hours and approximate dates of training, and how many times the committee met as a whole and any non-confidential business that was discussed. No confidential information, including names of members on panels, will be reported.

2. ADVISORY PANEL (AP) –

Appointed Function: To provide the Assistant Director for Employment, Compliance, and Workforce Diversity (ADEWD) with advice, suggestions, and comments during the formal

Membership: Three panelists for SGBM cases will be selected by the Title IX Coordinator or designee. A faculty member may not serve on an SGBM panel if the faculty member has a teaching, advisory, or supervisory relationship with any of the parties involved, or has a conflict of interest, or recuses themselves f