

### Functions of Faculty Grievance Committee

The Faculty Grievance Committee in a university serves as an impartial body responsible for addressing and resolving disputes, complaints, or grievances raised by faculty members. Its primary functions include:

1. **Mediation and Conflict Resolution:** The committee acts as a mediator between faculty members and administrators, facilitating open communication and attempting to resolve conflicts through dialogue and negotiation.
2. **Grievance Review:** When a faculty member files a formal grievance, the committee reviews the complaint, collects relevant information, and assesses the validity and seriousness of the grievance. This may involve conducting interviews, reviewing documentation, and seeking input from all parties involved.
3. **Fair and Impartial Evaluation:** The committee ensures a fair and impartial evaluation of the grievance, considering the facts, evidence, and applicable university policies, procedures, and contracts. It ensures that the rights of both the faculty member and the institution are respected and protected.
4. **Compliance with Policies and Procedures:** The committee ensures that the grievance process adheres to established policies and procedures of the university. It ensures that the faculty member's rights, due process, and procedural fairness are upheld throughout the entire process.
5. **Confidentiality and Privacy:** The committee maintains strict confidentiality in handling grievance matters, protecting the privacy of the involved parties and the information shared during the proceedings. Confidentiality is crucial to creating an environment where faculty members feel safe to voice their concerns.
6. **Recommendations and Resolutions:** Based on their review and evaluation, the committee provides recommendations and proposed resolutions to address the grievance. These recommendations may include remedial actions, policy changes, or adjustments to working conditions, aiming to resolve the conflict and prevent similar issues in the future.
7. **Reporting and Documentation:** The committee maintains proper documentation of all grievances, including relevant correspondence, evidence, meeting minutes, and the final outcome of each case. This documentation helps in tracking trends, identifying systemic issues, and improving the overall grievance handling process.



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8. Education and Awareness: The committee may also play a role in educating faculty members about their rights, responsibilities, and the grievance process. By promoting awareness and providing resources, the committee helps foster a supportive and fair working environment.
9. Continuous Improvement: The committee reviews its own processes periodically to identify areas of improvement and make recommendations for enhancing the effectiveness and efficiency of the grievance resolution process. This may involve seeking feedback from faculty members and incorporating best practices from other institutions.



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