

Communication Committee Policy

1. UFA Communications Committee will normally consist of the UFA Secretary as chair, UFA President, and UFA Vice President.
2. Communications Committee will review all **major** UFA emails **or letters to the UFA Bargaining Unit** or University Community or the press before they are sent.
3. If the Communications Committee cannot agree or any **Committee** member feels a message will be controversial or divisive, the matter will be resolved by the informed consensus of EB before the message is sent.

Budget and Finance Committee Policy

1. UFA Budget and Finance Committee will normally consist of the UFA Treasurer as chair, and two (2) other members of the Executive Board.
2. The Committee will design and monitor an annual budget for the UFA, oversee the UFA financial portfolio **and Investment Policy** and order and oversee independent audits of UFA expenditures and financial records **as per the Constitution**. The results of such analyses will be reported to the Executive board **at least each Fall semester**.
3. The Budget and Finance Committee will collaborate with UFA staff on the financial activities of the UFA.

Grievance Committee Policy

1. Grievances Committee will normally consist of the current Grievance Officer (GO), the **most recent previous** GO, and a GO in training. UFA President is an ex officio member of Grievance Committee. If the Grievance Committee does not reach a consensus about formal action to be taken, the case will be presented to the UFA Executive Board (EB) for resolution.
2. GO will explain to a potential grievant that filing a grievance requires the notification of the EB as the responsible body. No member of the EB will discuss any grievance outside of the EB.
3. Primary contact for all grievances and mediation is the GO.
4. No grievance shall be filed without the informed consent of the current GO and the EB.
5. Any administrative contact with a member of the EB about a significant evaluation or disciplinary action shall be immediately referred by the EB member to the GO.
6. GO is responsible for all communications to all parties relative to a grievance or mediation.

Student Complaint Resolution Policy

1. Student Complaint Resolution Committee will consist of the current Student Complaint Officer (SCO), **the most recent past** SCO, and a SCO in training. UFA President is an ex officio member of the Student Complaint Resolution Committee.
2. SCO will explain to a faculty member named in a student complaint that UFA representation may require discussion of the case with the EB. No member of the EB will discuss the complaint outside of the EB.
3. SCO will inform the EB of any complaint which rises to the Step 2 level or which may require legal representation prior to requesting or securing such legal representation.
4. SCO, or designee, is responsible for all communications to all parties relative to a complaint.

Membership Committee Policy

1. The Membership Committee will normally consist of the **Vice President** as chair, and two other EB members. This committee will work to increase UFA membership with both new and returning faculty. This committee will meet once each semester to review membership rolls, **and meet in Spring to solicit EB nominations and compose EB slate as per Constitution.**
2. **This committee will design and organize events which facilitate membership campaigns.** No activity or campaigns will be instituted without the prior approval of EB.

Program and Adocacy Committee Policy

1. The Program Committee will normally consist of the Program Officer as chair, and two EB members.
2. **This committee will design and organize events which facilitate** legislative lobbying, and fruitful interactions with UM administration, UM alumni, the Commissioner's Office and the BOR.

Representative Council Policy

1. The Representative Council (RC) will consist of **at least** one member of each bargaining unit represented by UFA. Each unit will appoint **or reconfirm** a representative consistent with the CBA beginning fall semester of each year.
2. RC members must be either UFA members or UFA supporters. A department or bargaining unit may change their representative to RP at any time subject to approval of EB.
3. RC will meet regularly with **members of** the EB to provide advice and guidance on bargaining issues throughout the biennial process.
4. **RC members communicate UFA updates to unit at faculty meetings and one-on-one, communicate unit's concerns, experiences and priorities to the EB, attend representative meetings, and mobilize unit to attend UFA events and participate in UFA actions.**

UFA-Administration Committee Policy

1. UFA representation on the UFA-Admin Committee will normally consist of UFA President, UFA Vice President and the current GO. Other EB members are permitted to attend as needed, **or may serve as substitutes, as directed by the UFA President.**
2. Before all meetings of UFA-Admin, the UFA members will inform the EB of all agenda items for guidance on possible resolutions. After UFA-Admin meetings, the UFA members will inform EB of the outcome.

UFA Conflict of Interest Policy

1. Members of the Executive Board shall conduct themselves in an ethical manner.
2. Members shall:
 - a. Have no financial, business, personal, or professional interests that directly or indirectly conflict with the proper discharge of board duties,
 - b. Comply with the UFA constitution and policies,
 - c. Exercise fiduciary responsibilities over UFA revenues,
 - d. Maintain complete confidentiality of confidential matters and information,

e. Disclose, to the Executive Board, any potential conflicts of interest, personal or professional, that may arise in relation to student complaints, faculty grievances, discrimination grievances, **performance of departmental Chair duties**, or anything else.

UFA—Personnel Policy

1—The UFA office staff position works for the UFA, and by extension, the EB. However, the position is directly supervised only by UFA President. Staff should consult President first with any concerns or questions about the position.

2—Other EB members, in their roles as UFA Officers and EB Committee members, may make direct requests to staff. If either staff or EB members need clarity on any such requests, the President should be consulted.

3—The office staff position Job Description shall be reviewed at least once a year by the President and Vice President, and updated, if needed, upon discussion and approval of the EB. The office staff position shall be evaluated annually by the President and Vice President, and evaluations discussed and approved by the EB.

UFA—Legal Policy

1—MEA-MFT offers legal assistance to all members of UFA Bargaining Unit, subject to:

- Specific category exclusions listed in MEA-MFT 1100 Legal Assistance Policy,
- The legal counsel used is among those specifically retained by MEA-MFT,
- UFA must cooperate and assist in handling of case,
- MEA-MFT determines that case has merit and facts are true,
- Any MEA-MFT advice re settlement or disposition is followed.

2—The EB may decide to employ and pay for legal assistance outside that offered by MEA-MFT, subject to:
how EB decisions for employing such legal assistance are reached? (Should such a vote require more than simple majority?) Criteria? Process?

3—Other?

General Policy

1—As per CBA, the UFA does not represent or defend faculty in direct faculty to faculty disputes. The UFA will work with Admin to support mediation efforts in such cases.

2—Other?