

**Administrative Professional Staff Judicial Review Board
(APJRB)
Operating Paper**

I. The Administrative Professional Staff Judicial Review Board

A. Purpose

The APJRB is established to administer the grievance policy of the Administrative Professional Staff and to assume jurisdiction in some cross-constituency grievances.

B. Responsibilities and Authority

1. The APJRB shall review each grievance filed and determine whether the complaint has sufficient merit to warrant naming a Hearing Panel to hear the grievance.
2. The APJRB shall constitute Panels to hear all grievances accepted by the APJRB.
3. The APJRB is charged with resolving both substantive and procedural matters under the Grievance Procedures established by the Administrative Professional Staff Council.
4. The APJRB is responsible for review of the actions of its Panels to assure compliance with the established Grievance Procedures.
5. Any APJRB member who has or may have a vested interest in the outcome of a specific grievance shall recuse themselves from all proceedings and notify the convener.

C. Membership

1. Composition

The APJRB is composed of eleven voting members under the following scheme of representation:

Academic Affairs	3 members
General	3 members
School of Medicine	2 members
Student Affairs	3 members

A member of the A/P Staff Council Staff Welfare committee will also be appointed as an ex-officio member.

2. Selection and Appointment

Members of the APJRB shall be appointed by the Administrative Professional Staff Council as specified in the Grievance Procedures. The ex-officio member shall be appointed by the A/P Staff Council Staff Welfare Committee.

3. Term of Office

Members shall serve three-year terms. The Staff Welfare committee member shall be appointed by July 1st of each year to a one-year renewable term.

4. Vacancies

Vacancies shall be filled by appointment by the Administrative Professional Staff Council.

5. Removal from Office

Members may be removed from office for lack of attendance at three consecutive meetings of the APJRB.

6. Change of Assignment Out of Sector

In the event an APJRB member's unit assignment changes in a manner that affects the APJRB composition by sector, then the member shall complete the current year of her/his term of office. A replacement will be named in the usual manner from the appropriate sector to complete the unexpired term of office.

D. Officers

1. Chair

The Chair shall be the presiding officer of the APJRB and shall have such duties as are stated in the Grievance Procedures and this document.

2. Chair Elect

The Chair-Elect shall preside in the absence of the Chair and shall assume the position of chair the following year.

3. Recorder

A Recorder shall be elected at the first meeting and shall be responsible for providing an accurate record of all meetings in accordance with grievance procedures including attendance at meetings. In the event of the Recorder's absence, the Chair shall select a member of the APJRB to act in his/her behalf.

E. Meetings

1. Annual Meeting

The APJRB shall be convened by the ex-officio member at an annual meeting each September for the purpose of seating new members, electing a Chair-Elect and Recorder, preparing its annual report to the Administrative Professional Staff Council, and such other business as is necessary.

2. Other Meetings

The APJRB shall meet at such other times as are needed to conduct the business of the body.

3. Quorum

A quorum consists of the majority of the voting APJRB membership.

4. Proxy

Proxies shall not be permitted.

5. Voting

a) Right to Vote

Each APJRB member has one vote on any matter properly before the Board.

b) Absentee Voting

Because of the nature and value of Board discussion of pending matters, absentee voting will not be permitted.

c) Abstention

APJRB members may choose to abstain on any matter properly before the Board. In particular, a member is expected to abstain on any matter in which he or she has or may have a vested interest.

6. Minutes

The APJRB Recorder shall keep Minutes of each meeting, observing the usual practice of review and approval by the Members.

7. Procedural Authority

The procedural authority of the APJRB shall be Robert's Rules of Order (current edition), except on such matters as are specified in the Grievance Procedures or this document.

F. Committees

1. The APJRB may, from time to time, establish ad hoc committees to examine pertinent matters and report to the APJRB. The work of such committees shall not infringe on the authority of Hearing Panels and is subject to the review and approval of the APJRB.

G. Procedural Rulings

1. Upon written request of either party to a grievance or of a Hearing Panel, the APJRB Chair or the full APJRB shall review, interpret, and enforce the grievance and appeals procedures of the Grievance Procedures. Procedural matters which may be reviewed include, but are not limited to, proper methods of filing a grievance, meeting of deadlines, and introduction of evidence.
2. In all appeals, review by the next higher level shall be considered final. For example, if a party to a grievance appeals a procedural decision of a Hearing

Panel, then review by either the APJRB Chair or the full APJRB, as described in the previous paragraph, shall be final.

II. Hearing Panels

A. Empanelment

Each grievance accepted by the APJRB shall be heard by a Panel of the APJRB, except as provided in the Grievance Procedures, Article IV., regarding cross-constituency grievances.

B. Composition

Hearing Panels shall be composed of three members of the APJRB.

C. Selection

Panel members shall be appointed by the Chair. The APJRB Chair shall not serve on a Panel.

D. Challenges

Both the grievant and the respondent shall be entitled to challenge Panel members for cause. A challenge shall be ruled upon by the APJRB Chair. In accord with the principle of next level review, a ruling by the Chair may be appealed to the full APJRB.

E. Term of Empanelment

A Panel shall be considered to be empanelled from the time of its appointment up to and including the time the grievance has been acted upon by the University Chancellor. Upon receipt of the University Chancellor's action, the APJRB Chair shall notify the Panel of the decision and shall discharge the Panel.

III. Grievance Resolution

A. Preliminary Actions

The preliminary requirements specified in Article VIIA of the Grievance Procedures shall be observed.

B. Conduct of Hearings

Hearings shall be conducted in accordance with the procedures specified in the Grievance Procedures document.

C. Decision on the Grievance

The actions of the Panel, the APJRB Chair, the APJRB, and the University Chancellor for the purpose of deciding the grievance are specified in the Grievance Procedures.

D. Record-Keeping

The Grievance Procedures document specifies the maintenance of all materials and audio tape records of the case and the hearing.

IV. Amendments

A. Role of the APJRB

This document may be revised by a majority vote of the APJRB to the extent that any new provisions are not in conflict with the approved Grievance Procedures. Where revisions of this document constitute amendments to the Grievance Procedures, the APJRB shall recommend such changes for the review by the Administrative Professional Staff Council. Further, any proposed amendments to the Grievance Procedures or this document, which originate from a source other than the APJRB, shall be referred to the APJRB for its review and recommendation.

B. Role of the A/P Staff Council

Any revisions to this document, which are approved by the APJRB, shall be reported to the Administrative Professional Staff Council. Any revisions, which constitute amendments to the Grievance Procedures, are subject to the approval of the Administrative Professional Staff Council under the approved process for amending the Grievance Procedures document (Article XI Amendment of the A/P Grievance Procedures)

Submitted by:
A/P Staff Council Welfare Committee
Patty Cosgrove, Chair
Paulette Curkin, APJRB member and convener
JP Dunn
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