PROCEDURES FOR FILING FORMAL CHARGE* WITH UCLA ACADEMIC SENATE

Flow Chart

**Definition of “Formal Charge”**

*Formal Charge:* allegation made by a complainant that an Academic Senate faculty member (complainee) has violated the Faculty Code of Conduct.

Individual (Student/Faculty/Staff, etc.) alleges faculty misconduct (violation of Faculty Code of Conduct by Academic Senate faculty member).

Campus Resources for Attempted Resolution of Formal Charge

- Formal Charge
  - Department Chair
  - Asst. Dean for Academic Affairs
  - Asst. Dean of Student Affairs
  - School Dean
  - Campus Ombudsperson
  - For Staff: Staff Diversity & AA/EEO Compliance Office
  - Sexual Harassment and Title IX Officer, Chancellor's Office
  - Research Misconduct Officer, Office of the Vice Chancellor for Research
  - Office of Faculty Diversity and Development

COLOR LEGEND

Green – Grievance Advisory Committee
Red – Committee on Privilege & Tenure
Blue – Committee on Charges
Yellow – Vice Chancellor for Academic Personnel
Brown – Termination of Case

Grievance Advisory Committee Counselor advises Complainant on Academic Senate Charges Committee process.

Committee on Charges investigates formal charge and sends recommendation (explicitly stating whether it finds “probable cause” to believe there is a violation of the Faculty Code of Conduct) to VC of Academic Personnel.**

If VC of Academic Personnel concurs in Charges Committee determination of “no probable cause”, the case is terminated.

If the Charges Committee finds “probable cause”, or if the VC overrules a Charges Committee finding of “no probable cause”, the formal charge proceeds to adjudication by P&T.

VC of Academic Personnel reviews case and determines concurrence or disagreement with the findings and recommendations of Charges Committee, i.e. whether there is “probable cause” in case.

P&T Committee holds formal hearing, consistent with Senate Bylaw 336. P&T’s final recommendation is sent to VC of Academic Personnel.

VC of Academic Personnel makes final determination on the case.

Case is Terminated.

This flow chart is meant as a visual aid to clarify the steps involved in filing a formal charge. It is meant to supplement the actual bylaws, policies, and procedures of the University. Should a discrepancy arise between this flow chart and established University bylaws, policies, and procedures, the flow chart should not be considered authoritative.

**Per UCLA Appendix XII and consistent with Systemwide Senate Bylaw 336.C: once a formal charge has been filed, at any stage of the proceedings the Vice Chancellor may enter into a settlement of the disciplinary complaint with the faculty member complained against or charged, provided that the relevant committee agrees to the settlement. If the matter is under investigation by the Charges Committee, that Committee is the relevant committee. If the matter has been forwarded to the Committee on Privilege and Tenure, that Committee is the relevant committee.**

Updated: 11/15/2013