PROFESSIONAL RELATIONS COMMITTEE

Members

Abel Chen, BAT, Extension 6847
Greg Creel, IS, Extension 6909
Nicole DeRose, Extension 6415
Michael Fong, SBS, Extension 6412
Tim Greene, SBS, Extension 6262

Tamari Jenkins, LA, Extension 6926
David Karp, BAT, Extension 6846
Cynthia Parker, SBS, Extension 6272
Pak Tang, SBS, Extension 6280
Sariwan Tjandra, M&S, Extension 6421

(Membership list revised 04/07/15)

Working Document
Approved 13 September 2011

PROFESSIONAL RELATIONS COMMITTEE
For the Resolution of
FACULTY-TO-FACULTY RELATIONS

Purpose
The Professional Relations Committee provides confidential guidance and facilitation toward the resolution of professional and interpersonal relations among faculty members by enhancing communication and fostering mutual understanding of faculty roles and responsibilities. Participation in the Professional Relations process is voluntary, involving only those parties willing to work with one or more committee members through a process designed to either (1) work one-on-one with a faculty member to help them resolve a concern, or (2) to bring the faculty members together and work with both of them to resolve the concern.

Some Issues are Not Covered
The committee is not the appropriate venue for all issues.

Complaints of discrimination and/or harassment fall under the procedures set forth in District Procedures 3.4 Nondiscrimination and 3.6 Prohibition of Harassment. They do not fall under the purview of the Professional Relations Committee. Complaints of this type must be immediately reported to the Executive Director of Human Resources. The District policies regarding Nondiscrimination and the Prohibition of Harassment are set forth in District policy statements 3.4 and 3.6.

In general, any issue that a faculty member believes requires a legal remedy is outside of the committee’s purview. The committee cannot resolve such matters. Similarly, the committee does not have the authority to become involved in any issue or other matter that falls under the collective bargaining agreement between the CCFA and the district. In either of these situations, the faculty member alone is responsible for making sure that they are aware of, and that they comply with, any time limits for filing a legal action in court or asserting their rights under the collective bargaining agreement with the CCFA and the district. Failure to comply with any applicable time limits may prejudice the faculty member’s ability to seek redress of their grievance or any other remedy.
A Note About Confidentiality
To the extent possible, communications between faculty members and the committee are held in confidence. Committee members will not discuss confidential matters outside of the committee. Faculty should understand that these communications are not privileged in any legal sense and that in certain, rare circumstances the committee or a committee member may be legally obligated to divulge matters disclosed during committee activities.

Composition of Committee
The Professional Relations Committee is a standing Senate Committee. Committee members are elected by a vote of the Senate. The Committee, which is comprised of ten full-time faculty members, shall include individuals who broadly represent both the diversity of the faculty, and the various schools/disciplines. Committee members shall assiduously avoid any conflict of interest, and shall recuse themselves from activity in any dispute in which their participation might create the appearance of impropriety. The Committee shall elect a chair who shall be responsible for scheduling meetings, coordinating training, and selecting subcommittees as required. The committee will meet as frequently as necessary to conduct its business, and to complete conflict management training.

Phase I Procedure
A faculty member may contact any member of the Professional Relations Committee to initiate a discussion. Committee members may choose to make personal notes of the discussion. If a faculty member chooses to initiate the written relations resolution process, the affected faculty member will put in writing the nature of the concern and the desired outcome. The PRC member will supply a Faculty-to-Faculty Relations Resolution Request Form, and will review the completed form to confirm the nature of the concern. If the issue does not fall within the purview of the Professional Relations Committee, the committee member will so inform the faculty member, and may help guide the faculty member to the appropriate venue for resolution of the issue. It is, however, the faculty member’s responsibility to determine the appropriate venue.

The PRC representative will facilitate the faculty member’s resolution of the concern by counseling with the faculty member. If necessary, the PRC member may, with the faculty member’s permission, consult with other PRC members about the situation. Such consultations will be strictly anonymous.

The facilitation process may also include meeting with both (or all) consenting colleagues, either together or separately, as agreed upon by the colleagues and the committee member. Participating colleagues are free to involve other committee members as well. Individuals are free to decline to participate, without fear of retribution.

The outcome of this process will be summarized, with copies given to participating colleagues for review. The involved colleagues may attach comments to the summary, if they wish to. Documents shall be maintained in a sealed file in the Faculty Senate Office.
(If the concern is unresolved after this, and, if either party requests it, and both parties agree, Phase II will be initiated.)

Phase II Subcommittee Procedure

a. The Chair of the Professional Relations Committee will meet with the colleagues and give them the opportunity to indicate any concerns that they may have regarding the impartiality of any of the Professional Relations Committee members.

b. A third member from the Professional Relations Committee shall be selected by the Chair to conduct the subcommittee process. Before the subcommittee meets with the colleagues, the Chair shall define the problem as perceived by both colleagues and identify the remedy requested, if any.

c. As soon as it is possible to do so the subcommittee shall meet with the colleagues separately to clarify and confirm each individual’s concerns.

d. The subcommittee will then deliberate to outline the problems, review appropriate policies and other resources, and identify possible solutions. As soon as it is possible to do so the subcommittee will meet jointly with the colleagues and help them to resolve the concern.

e. The outcome of the subcommittee process will be summarized, with copies given to each colleague for review. The involved colleagues may attach comments to the committee summary, if they chose to. Documents shall be maintained in a sealed file in the Faculty Senate Office.

Modified by the PRC 2 August 2011
Approval of Faculty Senate: 13 September 2011

---

2 Chaffey College Ethics Across the Curriculum Committee. 2008. Chaffey College Faculty Ethics Statement. www1.chaffey.edu/fac-handbook/
3 If there is a chance that a grievance is an appropriate action (i.e., the dispute involves wages, hours, or working conditions), then time is essential. The faculty member is encouraged to consult the collective bargaining agreement, and to seek the counsel of the CCFA Grievance Chair, all haste. Similarly, time may be a critical factor if the faculty member determines that filing an action in court is appropriate or desired. There are legal deadlines and statutes of limitations for filing such claims, and advising the faculty member regarding these or any other issues related to such potential claims is outside of the committee’s responsibilities.