

Policy 6-305 Appendix: Instructions for Appeal

To the University RPT Standards and Appeals Committee (PPM 9-5.3 Sec.4)

1. Complete the [Appeal Summary Form](#) summarizing the nature and the basis for the claim.
2. Complete a succinct but complete Appeal in the following order:
 - a. Factual Historical Account of the RPT Process. Within the Factual Historical Account, include all facts which party believes demonstrate or constitute:
 - i. procedural errors in the process, referencing departmental procedures and University procedures (See PPM 9-5.1) as necessary;
 - ii. evidence of illegal discrimination in the process, and
 - iii. evidence of "arbitrary, capricious or unreasonable" standards being used at any stage of the process. Any documents referenced in the Factual Account must be included in the Appendix (see below).
 - b. Party's Statement. In this Statement explain why party believes the facts demonstrate one or more of the following:
 - i. procedural errors occurred which denied basic fairness and due process,
 - ii. grounds which were arbitrary, capricious and unreasonably were used to decide the substantive issue of retention, promotion or tenure
 - iii. the substantive decision was a result of illegal (e.g. race, sex, age, religion, handicap, sexual orientation) discrimination.

c. Succinct Request for Relief. State what the party wants done to remedy the claimed errors.

d. Appendix. Include copies of the following in this order:

- i. Cover Page listing all documents with corresponding page numbers or identifying letters
- ii. Statement of criteria for retention/promotion/tenure adopted by department or college as required by PPM 9-401
- iii. All documents included in the Candidate's RPT File
- iv. All other documents that are relevant to any claim, including any document referenced in the Factual Historical Account or Party's Statement

Number all pages of the appendix or provide identifying numbers/letters for each document referenced.

3. Make 20 copies of ALL of the ABOVE (in the above order) for the RPT Standards and Appeals Committee and the parties listed on the Appeal Summary Form as having standing to appeal or to reply.

4. Provide these 20 copies to the secretary of the RPT Standards and Appeals Committee (105 Park Building) for delivery to the Committee members and parties.

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