

Complaint Summary Form For Violations of the Faculty Code (Policy 6-316.6)
To the Vice President for Academic Affairs or for Health Sciences
(And for Possible Submission to the Faculty Hearing Committee)

Party Making Complaint

Name: _____ Position: _____
Addresses: University: _____ Home: _____
Phone #: University: _____ Home: _____
Fax #: _____ Email: _____

Complaining Party's Standing: Check all that apply: Person directly aggrieved by faculty member
 Student Staff Faculty

Faculty Member against whom complaint is made (attach additional sheets if more than one faculty member):

Name: _____ Position: _____
Addresses: University: _____
Phone #: University: _____ Home (if known): _____
Fax #: _____ Email: _____

I. Factual Basis for Complaint:

Briefly state what the complaining party contends the faculty member has done or failed to do which is the basis for the complaint.

II. Rule(s) Violated: Give the rule or rules in the Faculty Code (PPM 8-12) which the complaining party believes the faculty member violated:

If the complaining party contends the faculty member violated PPM 8-12.4(A)(3) by intentionally violating other university rules or regulations, state what other provisions in the Policy Procedure Manual (PPM) were violated:

III. Procedures Followed to Resolve Complaint: Has the complaining party complained about any of the above-described problems to another Committee, office or administrator? Yes No. If so, state to whom:

Briefly describe any prior attempts to resolve the complaint and what actions were taken in response to the complaint:

IV. Harm: Briefly describe any harm or negative effects the complaining party has suffered.