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.