**Formal Complaint**

Formal complaints against a faculty member for alleged violations of the Faculty Code ([Policy 6-316](https://regulations.utah.edu/academics/6-316.php)) or Abusive Conduct ([Policy 1-021](https://regulations.utah.edu/general/1-021.php) & [Rule R1-021C](https://regulations.utah.edu/general/rules/r1-021c.php)) should be submitted to the cognizant vice president designee. The respondent faculty member’s department/college determines the cognizant vice president.

Please submit to:

**Main Campus:** Senior Vice President for Academic Affairs Designee

(Associate Vice President for Faculty) Email to: [officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu)

**Health Sciences Campus:** Senior Vice President for Health Sciences Designee

(Associate Vice President for Health Sciences) Email to: [officeforuofuhealthfaculty@hsc.utah.edu](mailto:officeforuofuhealthfaculty@hsc.utah.edu)

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| **Complainant Information:** | | |
| **Date Complaint Submitted:** | |  |
| **Name:** |  | |
| **Phone:** |  | |
| **Email:** |  | |
| **Position/Standing** (Check all that apply): | | |
| Aggrieved party  Student  Staff  Faculty | | |

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| --- | --- |
| **Faculty Member Information:**  *Against whom complaint is made. Please use one form per faculty member.* | |
| **Name:** |  |
| **Position/Title:** |  |
| **Department:** |  |
| **Phone:** |  |
| **Email:** |  |

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| **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.* | |
|  | |
| **Rules Violated:** *Give the rule or rules which the complaining party believes the faculty member violated* | |
|  | |
| **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:* | |
|  | |
| **Harm:** *Briefly describe any harm or negative effects the complaining party or others have suffered as a result of the alleged rule(s) violation(s).* | |
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