**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

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

(Associate Vice President for Health Sciences) Email to: 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.* |
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| **Rules Violated:** *Give the rule or rules which the complaining party believes the faculty member violated* |
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| **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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