

**Summary Cover Page for an
Academic Freedom Complaint or Academic Grievance
Submitted to the Academic Freedom and Faculty Rights (AFFR) Committee
(See PPM 9-3, Section 11)**

Please submit all of the requested information on one or two pages, and attach the full details of the complaint or grievance and any supporting documents on subsequent pages.

I. Claimant (person making the complaint or submitting the grievance)

Name: _____
 University Position/Title: _____
 Campus Address (or home address, if preferred): _____
 Campus Phone and/or FAX (or home phone, if preferred): _____
 E-mail Address: _____

II. Respondent (person(s) against whom the complaint or grievance is being made)

Name: _____
 University Position/Title: _____
 Campus Address (or home address, if preferred): _____
 Campus Phone and/or FAX (or home phone, if preferred): _____
 E-mail Address: _____

III. Basis for seeking a review by the AFFR Committee (please check one):

- a. Complaint of a violation of academic freedom (for a faculty member, administrative officer, academic staff member, or student).
- b. Academic grievance (for faculty only, involving matters other than those concerning retention, tenure or promotion). An academic grievance is that which centers on the rights and duties of faculty members engaged in the academic processes of teaching, research, thinking, and the communication of the products of these processes; the making of academic evaluations; and participation in departmental, collegial and university governance as provided by university policies and procedures. An academic grievance should be submitted to the AFFR only after the faculty member has had the matter reviewed by the appropriate administrative authorities.

IV. Summary of the complaint or grievance:

- a) Brief summary of the incident or activity, which is the basis for this complaint or grievance.
- b) Brief explanation of why this incident or activity constituted a violation of academic freedom or a substantial academic grievance.
- c) Brief statement of the negative effect that this incident or activity has had on the claimant.
- d) Has the claimant already attempted to resolve any aspect of this issue with another University committee, office or administrator before submitting it to the AFFR? Yes No.
- e) If so, please indicate whom the claimant contacted and briefly state what resulted from that attempt.

V. Claimant's Signature and Date:

**Instructions for Submitting an
Academic Freedom Complaint or Academic Grievance
to the Academic Freedom and Faculty Rights (AFFR) Committee
(See PPM 9-3, Section 11)**

1. Complete the Summary Cover Page with all the requested information (as indicated on the previous page).
2. Complete a full, detailed explanation of the academic freedom complaint or academic grievance, using as many pages as necessary to support the claimant's position on the issue. This explanation should elaborate upon the brief summary statements given in Item IVa-d ("Summary of the complaint or grievance") on the cover page. Be sure to include the following information:
 - a) a factual history of the incident or activity that is at issue,
 - b) a full explanation of why this issue constitutes a violation of academic freedom or a substantial academic grievance,
 - c) a statement of how the claimant has been affected negatively,
 - d) a description of efforts made to resolve the problem through administrative channels, and
 - e) the specific remedy desired by the claimant in order to resolve this issue.

(Claimants are strongly advised to read the pertinent sections of the University PPM, especially PPM 9-3, Section 11, prior to preparing an academic freedom complaint or academic grievance.)

3. Attach an Appendix including copies of any document(s) relevant to the matter, relied upon, or referred to in the complaint. Number the pages of the Appendix or else provide identifying numbers (or letters) for each document that is referenced, and provide a table of contents of the Appendix.
4. Make 13 copies of all items listed above (in the above order) for the AFFR Committee members, and make an additional copy for each person named as a respondent.
5. Submit all the copies to the Secretary of the AFFR Committee in the Office of the Academic Senate (115 Park Building) for delivery to the AFFR Committee members and respondent(s).