

INSTRUCTIONS FOR SUBMITTING A FORMAL COMPLAINT

1. You may submit your complaint by completing the form below using DocuSign (you will be routed through the process) or you may submit the form and supporting documentation via email to the Campus Provost/Executive Vice Chancellor at CPEVC@ucsc.edu. If more than one person is being accused of violating the Faculty Code of Conduct, submit a separate form and supporting documentation for each individual.
2. Specify the section(s) of the Faculty Code of Conduct alleged to have been violated.
3. Describe the specific alleged conduct by the respondent that you believe violates each identified section of the Faculty Code of Conduct.
4. Submit any documentation that you have that may be helpful in reviewing your complaint. Please include any documentation that you reference in the text of your complaint.
5. If there are multiple allegations against an individual, please label supporting documents to identify to which allegation they pertain. As a suggestion, you might consecutively number each page of the documentation and list the page numbers relating to the specific allegation on the Complaint Form.
6. Submit this signed Faculty Code of Conduct Complaint Form via DocuSign or via email to the Campus Provost/Executive Vice Chancellor at cpevc@ucsc.edu. If you submit the form through DocuSign, the form will automatically be sent to the Campus Provost/Executive Vice Chancellor upon completion. Anonymous forms will not be accepted.
7. Please reference [CAPM 002.015 0 Faculty Conduct and the Administration of Discipline](#) for more information.

FACULTY CODE OF CONDUCT COMPLAINT FORM

COMPLAINANT INFORMATION

Name:

Title:

Department:

Campus Address:

Phone Number:

Email:

INFORMATION ABOUT ACADEMIC SENATE MEMBER ALLEGED TO HAVE VIOLATED THE FACULTY CODE OF CONDUCT

Name:

Title:

Department:

Campus Address:

Phone Number:

Email:

1. State the Complaint. Describe concisely the conduct by the Academic Senate Member alleged to have violated the Faculty Code of Conduct.

2. State the section(s) of the Faculty Code of Conduct alleged to have been violated.

3. Explain any attempts you have made to resolve the matter prior to filing this formal complaint.

4. Attach supporting documentation.

Certification of Complainant: I hereby submit this formal complaint to the Campus Provost/Executive Vice Chancellor. I certify that the complaint(s) stated here and the attached documentation are true to the best of my knowledge and belief. I understand that this Complaint Form and all attached materials will be provided to the Academic Senate member whom I am alleging violated the Faculty Code of Conduct. I further understand that retaliation against anyone who files a complaint may itself be a violation of the Faculty Code of Conduct and may lead to discipline of the Academic Senate member.

Signature:

Date signed: