

APPENDIX A - PROCEDURES FOR IMPLEMENTATION OF UNIVERSITY POLICY ON FACULTY
CONDUCT AND ADMINISTRATION OF DISCIPLINE

FORMAL COMPLAINT FORM (see page 2 for instructions)
(Submit to Campus Provost/Executive Vice Chancellor's Office)

Name of Complainant:

Title/Department:

Campus address, phone number, and email:

Name of Academic Senate member alleged to have violated the Faculty Code:

Title/Department:

Campus address, phone number, and email:

1. State the Complaint: Describe as concisely as possible how the alleged conduct of the Academic Senate member has violated the Faculty Code of Conduct ([APM-015](#)).

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

3. State what attempts you have made to resolve the matter prior to the filing of this formal complaint:

4. Attach supporting documentation. It is important to submit supporting documentation sufficient to substantiate the alleged misconduct. If making multiple allegations against an individual, accompanying documents must be labeled as to which allegation they pertain.

Certification of the Complainant: *I hereby submit a 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. Furthermore, I understand that the Complaint Form and all attached materials will be provided to the individual whom I am alleging violated the Faculty Code of Conduct.*

Signature of Complainant: _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE FORMAL COMPLAINT FORM

1. Complete and sign the Formal Complaint Form. 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. It is important to submit supporting documentation sufficient to substantiate the alleged misconduct. All documents cited or referenced by the complainant should be provided by the complainant and be submitted with the Formal Complaint Form.
4. If there are multiple allegations against an individual, supporting documents must be labeled as 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 Formal Complaint Form.
5. The complainant must submit all documentation at the time of filing. No further **unsolicited** material from the complainant will be accepted once the complaint has been submitted to the Campus Provost. Exceptions may be made for relevant evidence that becomes available to the complainant only after the filing of the complaint, but not for new commentary, interpretation, or presentation of evidence available to complainant at the time of filing.
6. Submit the Formal Complaint Form ([CAPM 002.015, Appendix A](#)) and supporting documentation to the Campus Provost/Executive Vice Chancellor, Mailstop: Chancellor's Office.

Note: The Campus Provost/Executive Vice Chancellor, or designee, may reject any formal complaint that does not conform to these procedures.