FACULTY COMPLAINT FORM

1.	Name:	
2.	Position:	
3.	Department and College:	
4.	Name of immediate supervisor:	
5.	Date complaint initially discussed with supervisor:	
6.	Name of next-higher-level supervisor:	
7.	Date complaint initially discussed with next-higher-level supervisor:	
8.	Explanation of complaint. If you prefer, you may attach a detailed explanation.	
9.	Corrective action desired. If you prefer, you may attach a detailed explanation.	

Please Note

You should review the relevant portions of the Faculty Handbook that apply to Complaints and Grievances, Section 1.4.

You are advised to discuss your matter of concern with one of the Procedural Consultants, who are trained to assist you in this process. The names and contact information for the Procedural Consultants can be obtained from your department office, dean's office, Office of Human Resources, Office of Legal Affairs, and the Faculty Senate website, http://www.etsu.edu/senate/.

If your matter of concern involves a violation of (1) ETSU policy, (2) TBR policy, or (3) right(s) guaranteed in the United States Constitution, you should consider filing a Grievance, rather than a Complaint. If you are unsure whether your matter of concern is a "complaint" or a "grievance," discuss this with a Procedural Consultant or review Section 1.4.4.1 of the Faculty Handbook.

THIS IS NOT THE PROPER FORM OR PROCESS FOR PURSUING A MATTER OF CONCERN INVOLVING GENDER OR RACIAL DISCRIMINATION. See Section 1.4.3 of the Faculty Handbook for information about the proper avenues pursuing those matters of concern or discuss this with a Procedural Consultant.

Please remember that you <u>must</u> meet <u>all</u> established deadlines for filing this Complaint. <u>Failure to meet these deadlines can result in your complaint not being heard or acted upon</u>.

Employee's Signature	Date
If you have met with a Procedural Consultar	nt, please provide his/her name:

As part of your meeting with this Procedural Consultant, you completed and signed an Informed Consent statement and a Procedural Consultation Checklist. Please be aware that a copy of these documents will be included among the official documents for your Complaint.