GRIEVANCE INTAKE FORM

**Instruction:** A faculty member who decides to file a complaint with the Committee on Privilege and Tenure at UCSF should complete the following form outlining the main points at issue and taking care to give specific and concise answers. A separate form should be used for each separate grievance. We *recommend* that you limit your answers to two pages. However, you are welcome to attach any other supporting information and/or evidence in the form of *numbered* exhibits.

The Committee may make a determination as to the existence of a prima facie case based solely on the form submitted by the grievant. At the discretion of the Committee, the grievant may be asked to appear before the Committee to provide additional information.

Before **filing a grievance**, faculty should consult Senate Bylaw 335 to review the relevant policy and procedure.

**Pleaes forward** the competed form and supporting documentation to **P&T Chair** c/o Committee Analyst Ken Laslavic at [Kenneth.laslavic@ucsf.edu](mailto:Kenneth.laslavic@ucsf.edu).

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| **PLEASE COMPLETE THE FOLLOWING INFORMATION:** |

Grievant Name/Title:

Department:

School

Campus Address:

Campus Phone:

Home Address:

Email Address:

**Complete** the necessary information on the following page titled “Explanation of Request for Formal Grievance Review.”

**Sign below** and email your grievance review request to the P&T Chair, as noted above.

Certification of the Grievant: I hereby submit a formal grievance to the Committee on Privilege and Tenure. I certify that the statements here and any attached documents are tru to the best of my knowledge and belief.

|  |  |
| --- | --- |
| SIGNATURE | |
|  |  |
| Grievant | Date |

|  |  |
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| **Explanation of Request for Formal Grievance Review** | |
| 1 | Against whom is the grievance filed[[1]](#footnote-1)? |
| 2 | Briefly describe the factual allegations that form the basis of your grievance including the specific harm that you suffered and how your allegations consitute a violation of either your rights or privileges or both as a member of the faculty. |
| 3 | What specific and codified violations of UC faculty rights and/or procedures are you alleging[[2]](#footnote-2)? |
| 4 | Provide date(s) of the alleged events that constitute the basis of your complaint: |
| 5 | What specific non-disciplinary[[3]](#footnote-3) remedies are you seeking? |
| 6 | Briefly describe any and all attempt(s) to achieve informal resolution of your complaint including but not limited to efforts to exhaust all available administrative remedies: |
| 7 | Provide a list of all supporting documents (exhibits) attached with your complaint: |
| 8 | Provide a list of all potential witnesses and explain their relevance to the case and what they will testify about: |
| 9 | Any other relevant comments or information: |

1. This may be a person or an administrative unit. [↑](#footnote-ref-1)
2. Make sure to provide all references to any applicable provisions of the Senate Bylaws, Academic Personnel Manual, UC Policy, and UCSF Policy. [↑](#footnote-ref-2)
3. Committee on Privilege and Tenure does not have the authority to initiate disciplinary actions. [↑](#footnote-ref-3)