**University of Wisconsin- Milwaukee**

**Academic Staff Hearing & Appeals Committee**

**Complaint Intake Form**

ASHAC requires a written document to review your complaint. Please organize this document into the following sections and be specific and detailed as you address these items.

**Section 1: Contact information**

**A. Your information**

Name

Email address

Mailing address

Phone number

Preferred pronouns

**B. The name(s) and contact information for the person(s) against whom you are filing a complaint*.* (Complete to the best of your ability.)**

Name

Position Title

Department

School/College/Division

UWM address (Building/room number)

UWM phone number

UWM email

**Section 2: Narrative**

**Describe the employee’s conduct that serves as the basis of your complaint.**

**Section 3: Supporting Documents**

Gather and attach documentation that substantiates your complaint (e.g. correspondence, summaries of verbal communication, etc.). If you find other relevant documents after submitting the intake form, please forward them to secofunv@uwm.edu. ASHAC may also request specific documents as part of the hearing process.

**Section 4: Describe your desired remedy**.

What actions will result in a satisfactory resolution of the complaint from your perspective?

**Submit Your Materials.**

Send an electronic copy of the intake form and your supporting documentation to the Secretary of the University’s Office, secofunv@uwm.edu. You will receive an acknowledgement of receipt of your complaint.

Contact the Secretary of the University’s Office at secofunv@uwm.edu or 414-229-5988 with any questions.