**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](mailto: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](mailto: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](mailto:secofunv@uwm.edu) or 414-229-5988 with any questions.