**University of Wisconsin- Milwaukee**

**Academic Staff Hearing & Appeals Committee**

**Dismissal for Cause Intake Form**

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

**Section 1: Contact/personal information**

Name

Appointment type (Indefinite, probationary or fixed term)

Home address

Home phone

Preferred email (if other than UWM account)

Preferred pronouns

**Section 2: Information about Charges/Dismissal Notice**

When was your meeting with the Dean or Division Head about the potential charges?

Who was present at this meeting?

When were the charges or notice of dismissal delivered to you?

How were they delivered?

**Section 3: Narrative**

**Please provide a clear and concise narrative explaining why you are requesting a hearing of charges or an appeal of dismissal.** Provide relevant and detailed background information that recounts the history and chronology of events and communication between you and the decision-maker. This history should identify the alleged improper actions on the part of the decision-maker, as well as any specific provisions from UWS or UWM Academic Staff Personnel Policies & Procedures (ASPPP) that the actions of the decision-maker violated.

**Section 4: Supporting Documents**

Attach documentation that substantiates your request (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.

**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 a notification acknowledging receipt of your request for review and hearing.

Contact the Secretary of the University’s Office at [secofunv@uwm.edu](mailto:secofunv@uwm.edu) or 414-229-5988 with any questions.