**University of Wisconsin- Milwaukee**

**Academic Staff Hearing & Appeals Committee**

**Grievance Intake Form**

ASHAC requires a written document to review your grievance. 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

Position title

Department

School/College/Division

UWM office address

UWM phone

UWM email

Home address

Home phone

Preferred email (if other than UWM account)

Preferred pronouns

B. **The name(s) and contact information for the person(s) against whom you are filing a grievance*.***

Name

Position title

Department

School/College/Division

Professional relationship to you (e.g., immediate supervisor)

UWM address

UWM phone number

UWM email

**Section 2: Narrative**

Please provide a clear and concise description of the unfair employment-related treatment and how you were harmed or disadvantaged.

**Section 3: Supporting Documents**

Attach documentation that substantiates your grievance (e.g. correspondence, summaries of verbal communication, letters of appointment, annual performance reviews, 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 grievance from your perspective?

**Submit Your Materials**

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

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