**University of Wisconsin- Milwaukee**

**Academic Staff Hearing & Appeals Committee**

**Request for Hearing on Layoff Intake Form**

ASHAC requires a written document to initiate your review and hearing process. 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 and contact information for the person who signed your layoff letter**

Name

Position title

Department

School/College/Division

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

UWM address

UWM phone number

UWM email

**Section 2: Grounds for Hearing**

A hearing on a layoff decision must be based upon evidence that one or more of the following factors improperly entered into the decision. **Please indicate the factor(s) that you believe apply to your situation.**

\_\_\_ 1. Layoff was improperly based on conduct, expressions, or beliefs on the staff member’s part which are constitutionally protected or actions which are consistent with an appropriate professional code of ethics;

\_\_\_ 2. Layoff was improperly based on factors proscribed by applicable state or federal law;

\_\_\_ 3. Layoff was based on improper consideration of the qualifications of the staff member. For the purposes of this section, “improper consideration” occurs if material prejudice resulted from any of the following:

\_\_\_ 3a. The procedures required by the chancellor or board were not followed;

\_\_\_ 3b. Available data bearing materially on the quality of the staff member’s actual or potential performance were not considered; or

\_\_\_ 3c. Unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

**Section 3: Narrative**

**Please provide a clear and concise narrative explaining why you are requesting a hearing on the layoff decision**. Include any relevant 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 12 and/or UWM ASPPP Chapter 110 that the actions of the decision-maker violated.

**Section 4: Supporting Documents**

Attach documentation that substantiates your request for a hearing (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](mailto:secofunv@uwm.edu). ASHAC may also request specific documents as part of the hearing process.

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