



GRIEVANCE FORM

Committee on Privilege and Tenure Academic Senate Irvine Division

INSTRUCTIONS: A faculty member who decides to file a complaint with the Committee on Privilege and Tenure should complete the following form, outlining the main points at issue and providing specific and concise answers. The Committee may make a determination as to the existence of a *prima facie* case based solely on the form submitted by the grievant. In some cases, at the discretion of the Committee, the grievant may be asked to appear before the Committee to provide additional information beyond that contained in the form to assist in making a determination.

Before filing a grievance, faculty should consult [Senate Bylaw 335](#), [Academic Personnel Manual 015](#), and [Policies and Procedures on Faculty Conduct and the Administration of Discipline](#) to review the relevant policies and procedures. Faculty are also strongly encouraged to consult with a member of the Complaint Advisor Panel.

Please send the completed form and supporting documentation to the [CPT Chair](#) and Senate Executive Director Jisoo Kim (jisoo.kim@uci.edu). For assistance in completing this form, please contact Jisoo Kim (jisoo.kim@uci.edu).

PLEASE COMPLETE THE FOLLOWING INFORMATION

Grievant Information:

Name/Title _____

Department _____ School _____

Campus Address and Telephone Number _____ E-mail Address _____

If you have separated from the university, please list your home address and telephone number:

Address, City, State, Zip Code _____

Telephone Number _____ E-mail Address _____

Complete the following page titled "Explanation of Request for Formal Grievance Review" and attach additional pages as needed. **Sign below** and submit your grievance review request to the CPT Chair, as noted above.

SIGNATURE

Grievant

Date

EXPLANATION of REQUEST for FORMAL GRIEVANCE REVIEW	
1	Please describe the matter being grieved.
2	What rights and privileges do you allege have been violated?
3	What specific evidence supports this grievance?
4	Who are the parties involved?
5	What consequences have you suffered?
6	Describe any attempts to achieve informal resolution. Who did you contact to attempt informal resolution? Please include dates and any supporting documentation.
7	What remedies are you seeking?
8	List any supporting documents/exhibits. Attach additional pages if needed.
9	Please provide a preliminary list of witnesses. Please include their relevance to the case and specific issues about which they can provide testimony.

Relevant policies and procedures can be found at the following sites:

[Senate Bylaw 335](#)

[Policies and Procedures on Faculty Conduct and the Administration of Discipline](#)

[Academic Personnel Manual \(APM\) 015](#)