

**APPENDIX I**  
**Faculty Grievance Complaint Form**  
**Colorado State University-Pueblo**

**Definition of a Grievable Action:** “Grievable Actions” refers to actions or decisions as described in Section 2.18.6 that can be the basis of a formal grievance complaint. “Grievable Conflict” refers to a situation arising as a result of such an action or decision. (Refer to Faculty Handbook Section 2.18.8 for Forms of Grievable Action.) **Informal Resolution is optional.**

**I. Complainant Information:**

Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. Basis of the Grievable Action**

Identify the Grievable Action as Class A, Class B, or Class C as described in Section 2.18.8 in the Faculty Handbook. \_\_\_\_\_

On what date did the Grievable Action occur? \_\_\_\_\_

Identify the person or group responsible for the Grievable Conflict. \_\_\_\_\_

Describe how the Grievable Action being complained of is unfair, unreasonable, arbitrary, capricious, discriminatory, and/or is contrary to normal administrative procedures as described in the Faculty Handbook and/or violates academic freedom. (Attach extra pages, if necessary.)

Identify how the decision or action adversely affects you in your present or future academic and /or professional capacity, and/or negatively affects the integrity or quality of the academic program. (Attach extra pages, if necessary.)

Describe the desired redress and justify its appropriateness relative to the specific complaint identified above. (Attach extra pages, if necessary.)

**III. Complaint Certification**

The above named Grievant hereby files a Formal Grievance Complaint in accordance with Section 2.18 of the Faculty Handbook.

Signature of Grievant: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**IV. Filing Verification:**

Received by UGO Office: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Received by UGO: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_