

**Non-faculty Complaint and Appeal Form**

**The statement of complaint should include:**

* A clear and concise statement of the complaint;
* The date the incident or adverse action took place;
* The names and contact information of any witnesses;
* The outcome/remedy you are seeking to resolve your complaint; and
* Additional relevant information to be considered in support of the complaint.

**Coordination of response:**

* For Human Resources' coordination of response, please advise if you have raised this complaint/concern with another University official, office, hotline or utilized any other report mechanism.

**Employee information:**

Name of employee filing complaint (please print) Contact Telephone Number

Department Job Title

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Employee signature Date

**Please submit completed document to the Executive Director of Human Resources (or designee):**

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Executive Director of Human Resources Signature Date Received

Please refer to [System Regulation 32.01.02, Complaint and Appeal Process for Non-Faculty Employees](http://policies.tamus.edu/32-01-02.pdf) for procedural information.