

APPENDIX A – PROCEDURES FOR IMPLEMENTATION OF UNIVERSITY POLICY ON  
FACULTY CONDUCT AND ADMINISTRATION OF DISCIPLINE

**Faculty Code of Conduct Complaint Form**

(See Page 2 for instructions)

(Submit to Campus Provost/Executive Vice Chancellor's Office)

Name of Complainant:

Title/Department:

Campus address:

Phone number:

Email:

Name of Academic Senate member alleged to have violated the Faculty Code of Conduct:

Title/Department:

Campus address:

Phone number:

Email:

1. State the Complaint: Describe concisely the conduct by the Academic Senate Member alleged to have violated the Faculty Code of Conduct (APM 015).
2. State the section(s) of the Faculty Code of Conduct alleged to have been violated.
3. Explain any attempts you have made to resolve the matter prior to the filing of this formal complaint.
4. Attach supporting documentation.

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Certification of Complainant: I hereby submit this formal complaint to the Campus Provost/Executive Vice Chancellor. I certify that the complaint(s) stated here and the attached documentation are true to the best of my knowledge and belief. I understand that this Complaint Form and all attached materials will be provided to the Academic Senate member whom I am alleging violated the Faculty Code of Conduct.

I further understand that retaliation against anyone who files a complaint may itself be a violation of the Faculty Code of Conduct and may lead to discipline of the Academic Senate member.

Signature

Date

**Instructions for Completing the Faculty Code of Conduct Complaint Form**

1. Download the form in Adobe Acrobat to complete and sign. Alternatively, you may print and complete a hard copy. If more than one person is being accused of violating the Faculty Code of Conduct, submit a separate form and supporting documentation for each individual.
2. Specify the section(s) of the Faculty Code of Conduct alleged to have been violated.
3. Describe the specific alleged conduct by the respondent that you believe violates each identified section of the Faculty Code of Conduct.
4. Submit any documentation that you have that may be helpful in reviewing your complaint. Please include any documentation that you reference in the text of your complaint.
5. If there are multiple allegations against an individual, please label supporting documents to identify to which allegation they pertain. As a suggestion, you might consecutively number each page of the documentation and list the page numbers relating to the specific allegation on the Complaint Form.
6. Submit the Faculty Code of Conduct Complaint Form (CAPM 002.015, Appendix A) and supporting documentation to the Campus Provost/Executive Vice Chancellor at [CPEVC@ucsc.edu](mailto:CPEVC@ucsc.edu).

Note: The Campus Provost/Executive Vice Chancellor, or designee, may reject any complaint that does not conform to these procedures.