6 May 2016

To: Chancellor Mark Mone
   Provost and Vice Chancellor Johannes Britz

From: Secretary of the University

Re: Academic Staff Document 101, Revision to Academic Staff Personnel Policies and Procedures Chapter 111, Complaints

The attached document has been approved by unanimous vote of the Academic Staff Senate on 12 April 2016. UWM Administration has until 6 June 2016 to approve, not approve, or notify the Academic Staff Committee of your intention and reason to defer action.

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To: Secretary of the University
From: Provost Johannes Britz

Document: 101
Received: _____
Reviewed: _____
Date: _____

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From: Chancellor Mone

Document: 101
Approved: _____
Not approved: _____
Deferred: _____
Received: _____
Date: _____

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Signature

Signature

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C Secretary of the University
Legal Affairs
Dev Venugopalan
Revision to Chapter 111, Complaints

**Rationale:** The Academic Staff Codification Committee recommended to the Academic Staff Committee that clarifying language be added to Chapter 111 of the Academic Staff Policies and Procedures. During a review of the Academic Staff Hearing and Appeals Committee intake document, the Codification Committee reviewed related chapters and determined that 111 would benefit from the changes made below.

**Untracked Version**

**CHAPTER 111**  
COMPLAINTS

111.01 Definition  
111.02 Validity of Complaints  
111.03 Hearing of Complaints

**111.01 Definition**

A complaint is an allegation by persons other than the academic staff member's supervisor(s), including administrators, students, other academic staff, faculty, university staff, or member of the public concerning the conduct of an academic staff member that is not serious enough to warrant dismissal proceedings.

**111.02 Validity of Complaints**

A complaint shall be valid only if the conduct is related to University rules and policies or the academic staff member's assigned responsibilities, and if it is signed by the complainant. This chapter shall not abridge rights which are protected by the U.S. Constitution or other federal and state laws. When signed complaints are filed with a dean, division head, or the Chancellor, the academic staff member about whom the complaint was filed shall be given the opportunity to first seek to resolve the complaint informally. If the complaint cannot be satisfactorily resolved, the dean, division head, or the Chancellor shall direct the complaint to the Academic Staff Hearing and Appeals Committee.

**111.03 Hearing of Complaints**

The Hearing and Appeals Committee shall investigate and, where deemed necessary, conduct a hearing on the allegation and then recommend to the Chancellor either a
dis dismissal of the complaint or a resolution of the complaint. The Chancellor shall inform the academic staff member and the Hearing and Appeals

Tracked Version

CHAPTER 111
COMPLAINTS

111.01 Definition
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111.01 Definition

A complaint is an allegation by persons other than the academic staff member’s supervisor(s), including administrators, students, other academic staff, faculty, university staff, or member of the public concerning filed under the provisions of UWS 13 related to the conduct of an academic staff member that is not serious enough to warrant dismissal proceedings.

111.02 Validity of Complaints

A complaint shall be valid only if the conduct is related to University rules and policies or the academic staff member’s assigned responsibilities, and if it is signed by the complainant. This chapter shall not abridge rights which are protected by the U.S. Constitution or other federal and state laws. When signed complaints are filed with a dean, division head, or the Chancellor, the academic staff member about whom the complaint was filed shall first seek to resolve the complaint informally. If the complaint cannot be satisfactorily resolved, the dean, division head, or the Chancellor shall direct the complaint to the Academic Staff Hearing and Appeals Committee.

111.03 Hearing of Complaints

The Hearing and Appeals Committee shall investigate and, where deemed necessary, conduct a hearing on the allegation and then recommend to the Chancellor either a dismissal of the complaint or a resolution of the complaint. The Chancellor shall inform the academic staff member and the Hearing and Appeals Committee of his/her decision within 15 working days of receipt of the recommendation of the Hearing and Appeals Committee. The Chancellor's decision is final and not further appealable.