

This section to be completed by the person filing complaint.

Name _____

Address _____ City _____ Zip _____

Telephone _____ Message telephone _____

Department (staff only) _____

Person accused: ☐ Staff ☐ Student

Name _____

Job title _____

Department (staff only) _____

Date of incident(s): _____ Location of incident(s) _____

Attach statement of complaint on separate sheet.

Person(s) with information about the complaint:

Name _____

Address _____ City _____ Zip _____

Telephone _____ Message telephone _____

Department (staff only) _____

Name _____

Address _____ City _____ Zip _____

Telephone _____ Message telephone _____

Department (staff only) _____

Was the informal complaint resolution process followed? ☐ Yes ☐ No

Name of trained contact person involved _____

Complainant Signature _____ Date _____

RETURN FORM TO: VP for Instruction and Student Services (students) or Director of Human Resources (staff).

This section to be completed by VP for Instruction and Student Services or Director of Human Resources.

Complaint Received	Date _____	Initials _____
Complaint forwarded to investigating VP	Date _____	Initials _____
Copies distributed	Date _____	Initials _____

This section to be completed by the investigating Vice President.

Vice President’s written notification to accused (within 5 working days after complaint)	Date _____	Initials _____
Written notice of findings to complainant (within 20 working days after complaint)	Date _____	Initials _____
Written notice of findings to accused (within 20 working days after complaint)	Date _____	Initials _____

Attach copy of report and recommendations to this form.

This section to be completed by the President.

Request for hearing received? (within 5 working days after Vice President’s response) ☐ Yes ☐ No

President convenes College Harassment Hearings Committee. (within 20 working days after receipt of written request) Date _____ Initials _____

This section to be completed by the Hearings Committee

College Harassment Hearings Committee Report (within 10 working days after date of the hearing) Attach copy of report and recommendations. Date _____ Initials _____

This section to be completed by the President.

Written notice of findings to complainant and accused by President (President’s findings must be hand delivered and/or U.S. postage and be within 10 working days of receipt of College Harassment Hearings Committee confidential hearing report.) Date _____ Initials _____

When the final stage of the process is completed, return this form and all attachments to the Director of Human Resources.

Copies to:

White
Pink
Canary
Gold

Investigating VP
Complainant
Judicial Advisor for Formal Complaints
Contact Person (if indicated)