

Formal Complaint and Appeal Form

Name (Complainant):	UIN:
Title:	Phone Number:
Email Address:	Unit/Department:
Date of Hire:	Date of action or incident that led to this complaint:
Who is your complaint or appeal against (Respondent)?	
What, if any, rules or regulations have been violated?	
State the details and provide firsthand information describing your complaint or appeal. Attach additional pages if necessary	
Provide or list any evidence that would support your position, such as relevant memoranda, policies, regulations or rules etc. Attach additional notes if necessary.	
State resolution you are seeking	

By signing, I certify that the facts submitted by me are true and accurate to the best of my knowledge.

_____ **Complainant's Signature**

_____ **Date**

With a few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

Forms may be submitted through campus mail, US Mail, Email or in person:

Texas A&M Engineering Human Resources
 3132 TAMU
 125 Spence St. College Station TX 77843

Email:

For questions concerning this form, please call Engineering Human Resources at: 979-458-7699
 Additional information available in TEES Rule 32.01.02.E0.01 Complaint and Appeal Process (Non-faculty Employees)

For HR Office Use

Received by:

Date Received:

Time Received: