

FORMAL GRIEVANCE FORM

This form must be completed by the Complainant in order to initiate a Formal Grievance Review as described in the KSU Faculty Handbook. All information must be supplied; incomplete forms will not be accepted.

1) Name of Complainant: [Click here to enter text.](#) _____

2) Complainant's job title: [Click here to enter text.](#) _____

3) Name of Complainant's supervisor (or next level supervisor if direct supervisor is named as a Respondent): [Click here to enter text.](#) _____

4) Name of Respondent(s):
[Click here to enter text.](#)

5) Provide a brief description of the nature of the grievance; attach all relevant documentation.
[Click here to enter text.](#)

6) Briefly describe the events that led to your grievance against the Respondent(s).
[Click here to enter text.](#)

7) Have you attempted an informal resolution with the Respondent(s)? Yes No

Note: If the answer to question #7 is no, skip to question #10 on the form.

8) Briefly describe the response you received from your supervisor (or next level supervisor if direct supervisor is a Respondent) if an informal resolution with the Respondent(s) was attempted.
[Click here to enter text if you answered "yes" to question #7. Otherwise, answer "NA."](#)

9) Briefly describe why you disagree with the response you received from your supervisor (or next level supervisor if direct supervisor is a Respondent) through the informal grievance procedure.
[Click here to enter text if you answered "yes" to question #7. Otherwise, answer "NA."](#)

10) What is your suggestion for an appropriate resolution of the grievance?
[Click here to enter text.](#)

11) Identify (by name and department) any witnesses who are willing to provide relevant information regarding your grievance.
[Click here to enter text.](#)

Submit this form to your direct supervisor or to your next level supervisor if your direct supervisor is named as a Respondent in your grievance. Your electronic submission of this form and any attachments is considered your signature.