

**Summary Cover Page for an
Academic Freedom Complaint or Academic Grievance Submitted to the Senate Committee
on Academic Freedom and Faculty Rights (SCAFFR) (See University [Policy 6-010](#))**

Please submit all of the requested information on one or two pages, and attach the full details of the complaint or grievance and any supporting documents on subsequent pages.

I. Claimant (person making the complaint or submitting the grievance)

Name: _____

University Position/Title: _____

Campus Address (or home address, if preferred): _____

Campus Phone and/or FAX (or home phone, if preferred): _____

E-mail Address: _____

II. Respondent (person(s) against whom the complaint or grievance is being made)

Name: _____

University Position/Title: _____

Campus Address (or home address, if preferred): _____

Campus Phone and/or FAX (or home phone, if preferred): _____

E-mail Address: _____

III. Attempted Informal Resolution (check one):

1. Informal resolution has not been attempted.
2. Informal resolution has been attempted and was unable to resolve the complaint.

IV. Basis for seeking a review by the SCAFFR Committee (please check one):

Note: This committee has no jurisdiction over any issue related to retention, promotion, or tenure for Tenure-line faculty. Cases involving academic freedom issues in the context of Committee, with a request for review by the SCAFFR.

1. Complaint of a violation of academic freedom, as defined by [University Policy 6-316, Sections 1E, 2B](#) (Faculty Code), and [Policy 1-007](#) (University Speech Policy) brought by any member of the university academic community, which includes all faculty, staff, and students.
2. Violation of a specific provision of the Faculty Code other than a violation of academic freedom. See University Policy 6-316. Please specify the applicable provision.

3. Complaint of a violation of academic freedom of a career-line, adjunct, or visiting faculty member that has resulted in said faculty member not being promoted or reappointed. In this case, clear evidence for the intent to restrict academic freedom or retaliate for specific activities that fall within the boundaries protected by academic freedom must be provided by the Claimant. NB: For members of the faculty in these categories, concerns about failure to reappoint or promote that do not involve clear evidence for infringement of academic freedom or retaliation for specific protected academic activities are not within the scope of authority of SCAFFR.

V. Summary of the complaint or grievance:

1. Brief summary of the incident or activity, which is the basis for this complaint or grievance.
2. Brief explanation of why this incident or activity constituted a violation of academic freedom or a substantial academic grievance.
3. Brief statement of the negative effect that this incident or activity has had on the claimant.
4. Has the claimant already attempted to resolve any aspect of this issue with another University committee, office or administrator before submitting it to the SCAFFR?

Yes No.
5. If so, please indicate whom the claimant contacted and briefly state what resulted from that attempt.

VI. Claimant's Signature and Date:

**Instructions for Submitting an
Academic Freedom Complaint or Academic Grievance
to the Senate Committee on Academic Freedom and Faculty Rights (SCAFFR)
(See University [Policy 6-010](#))**

1. Complete the Summary Cover Page with all the requested information (as indicated on the previous page).
2. Complete a full, detailed explanation of the academic freedom complaint or academic grievance, using as many pages as necessary to support the claimant's position on the issue. This explanation should elaborate upon the brief summary statements given in Item IVa-d ("Summary of the complaint or grievance") on the cover page. Be sure to include the following information:
 - a) a factual history of the incident or activity that is at issue,
 - b) a full explanation of why this issue constitutes a violation of academic freedom or a substantial academic grievance,
 - c) a statement of how the claimant has been affected negatively,
 - d) a description of efforts made to resolve the problem through administrative channels, and
 - e) the specific remedy desired by the claimant in order to resolve this issue.

(Claimants are strongly advised to read the pertinent sections of the University Regulations, especially [Policy 6-010](#), prior to preparing an academic freedom complaint or academic grievance.)

3. Attach an Appendix including copies of any document(s) relevant to the matter, relied upon, or referred to in the complaint. Number the pages of the Appendix or else provide identifying numbers (or letters) for each document that is referenced, and provide a table of contents of the Appendix.
4. Submit all the documents in electronic form to the Secretary of the SCAFFR Committee in the Office of the Academic Senate (Law School Room 3254) for delivery to the SCAFFR Committee members and respondent(s). Email address: Jane.Laird@utah.edu