



# Faculty Non-Collegiality Incident Report Form

## Instructions

For concerns regarding non-collegiality as defined in Article 5, submit this incident report form to the appropriate Vice President.

1. Name:
2. Job Title:
3. Department:
4. Location:
5. Clearly and concisely state your concerns and describe the events. Include the dates of the incidents, the names of employees involved, witnesses, evidence, documentation, and all other information that you deem to be useful. Attach additional sheets if necessary.

Signature:

Date of Submission:

The appropriate Vice President or designee shall respond to the complainant within 15 working days of the submission of this concern to prevent the escalation of the issue reported. A final response will be sent to the complainant within 45 working days of submission. The final response shall be reported back to the complainant on Appendix P.