Texas A&M International University  
Office of Human Resources  
FORMAL COMPLAINT FORM

Formal complaints are addressed through the Office of Human Resources. The human resources officer (HRO) is available to facilitate the formal complaint procedures. Upon receipt of a formal complaint, the HRO will forward copies to the appropriate vice president, the head of the department or unit, and the respondent.

DIRECTIONS TO COMPLAINANT:  
The formal complaint must be submitted to the HRO as a signed written statement and attached to this form. The written statement should include details of the complaint, dates on which acts pertaining to the complaint occurred, names of any witnesses, and how you wish the complaint to be resolved.

DIRECTIONS TO APPROPRIATE VICE PRESIDENT:  
Review and investigate the complaint, provide a written decision to the employee based on the merits of the complaint, and provide a copy of the written decision to the HRO. Throughout the process, please remain in contact with the HRO and all parties involved.

____________________________________________    Date Received: __________________
Human Resources Officer Signature

FOR HR USE ONLY

Copies forwarded to the following individuals on (date) ____________________.

Name of Appropriate Vice President:  ________________________________
Name(s) of Head(s) of Department/Unit:  ________________________________
Name(s) of Respondent(s):  ________________________________

Refer to System Regulation 32.01.02 Complaint and Appeal Procedure for Non-Faculty Employees.