

## Checklist for Initial Complaint

1. Advise complainant of the right to file the complaint, including the right to file the complaint directly with UPTE's President or Chair of the Systemwide Personnel Committee.
2. Obtain the following information about the complainant:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Identify the location of the incident:  
Program: \_\_\_\_\_  
Location: \_\_\_\_\_  
Name of person allegedly responsible: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_
4. Determine the nature of the complaint:  
Basis or bases of discrimination: \_\_\_\_\_  
Description of the Incident or action:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date occurred: \_\_\_\_\_  
Is alleged discrimination still occurring?  
 Yes       No
5. Identify individuals who may have knowledge about the event:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_
6. Prepare a written statement using about information.
7. Have complainant review the statement.
8. Individual processing the complaint may ask the complainant to sign the statement.
9. Immediately forward the complaint to UPTE's President, the Chair of the Systemwide Personnel Committee or their designee.
10. Conduct a prompt, thorough and impartial investigation. (To be initiated by the President and Chair of the Systemwide Personnel Committee.)
11. Advise the complainant of final action in writing.