



# Grievance Statement Intake Form

Fill in all blanks

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Name

Unit (college/school)

Non-FAMU email

Non-FAMU phone

(when—note most recent occurrence w/in 30 days)

What happened (who, what, where & how)

Does documentation exist?                      yes                      no  
Type of Documentation:

Does Witness(es) Exist?                      yes                      no  
➤ Names and Contact Information of Witness(es):

Have you tried to resolve this with your supervisor?                      yes                      no  
What was the result?

What Remedy Are You Seeking (Describe Remedy being Sought)?

\*\*\*\*\***Representative Intake Information**\*\*\*\*\*

Tenure/not tenured                      yes                      no

Rank/Class Code

Article / Section # of CBA

Date of Intake

Date reviewed by committee