

RULES OF  
DEPARTMENT OF EDUCATION  
DIVISION OF UNIVERSITIES  
UNIVERSITY OF FLORIDA

6C1-7.036 Academic Affairs; Complaints Against Faculty Members.

(1) Complaints against a faculty member should normally be in writing and signed by the complainant in order for the University to proceed with an official inquiry into the complaint. However, complaints may also be verbal or anonymous.

(2) Complaints from outside the University shall be addressed or forwarded either to the President or to the Provost. The complaint may be handled by the addressee or forwarded to the dean (or director) or the appropriate vice president in the college (or school) of the faculty member concerned for appropriate action.

(3) Complaints from either outside or inside the University involving allegations of fraudulent or other dishonest acts, shall be referred to the Office of Inspector General in accordance with the University's Policy Against Fraudulent or Other Dishonest Acts.

(4) Complaints involving allegations of sexual harassment shall be handled in accordance with the University's Policy on Sexual Harassment.

(5) Complaints that represent allegations of research misconduct shall be handled in accordance with the University's Policy for Dealing with Conduct in Research, Rule 6C1-1.0101, F.A.C.

(6) Complaints from inside the University shall be submitted directly to the department

chair of the faculty member concerned, who shall inform the dean (or director) or the appropriate vice president of the complaint.

(a) The department chair or other appropriate administrator shall determine whether the complaint has substance and whether further action is necessary. If it is determined the complaint has substance and further action is necessary, the faculty member shall be informed of the receipt of the complaint and will be given an opportunity to respond to the complaint in writing within ten (10) days.

(b) The department chair or administrator shall review the complaint, together with the faculty member's written response and provide a report to the dean (or director) or appropriate vice president stating whether:

1. the complaint lacks substance and no further action is necessary; or
2. the complaint has substance and remedial action shall be taken at the department or college level.

(c) The dean (or director) or appropriate vice president shall subsequently review the complaint, together with the faculty member's written response and the department chair's or administrator's report. If the report states the complaint has substance and remedial action should be taken at the college level, the dean (or director) or appropriate vice president shall determine the necessary appropriate remedial actions.

(6) Complaints involving IFAS or Health Center faculty shall be submitted to either a dean or to the vice president of the faculty member concerned, who shall determine whether the complaint has substance and whether further action is necessary. If it is determined that the complaint has substance and further action is necessary, the faculty member shall be informed of the receipt of the complaint and will be given an opportunity to respond to the complaint in

writing. After subsequently reviewing the complaint, together with the faculty member's response, the dean or vice president shall determine the necessary appropriate remedial actions.

~~(1) A complaint against a faculty member should normally be in written form and signed by the complainant in order for the University to proceed with an official inquiry into the complaint. After a preliminary review of the matter addressed in the complaint by the appropriate administrator, or authorized designee, the administrator will determine whether the complaint has substance and whether further action is necessary. If it is determined that the complaint has substance and further action is necessary, the faculty member will be informed of the receipt of the complaint, afforded an opportunity to respond to the complaint through the appropriate administrator, and be kept informed of all actions taken regarding the complaint.~~

~~—— (a) Complaints from outside the University which are addressed either to the President or to the Vice President for Academic Affairs may be handled directly by the addressee or referred to the appropriate administrator in the college or unit of the faculty member concerned for whatever action is deemed appropriate.~~

~~—— (b) Complaints from inside the University shall be submitted directly to the dean (or director) of the college (or school) of the faculty member concerned except that in cases involving IFAS or Health Center faculty, the complaint may be sent either to the dean or to the appropriate vice president of the faculty member concerned.~~

~~—— (2) The administrator who receives the complaint shall further refer the complaint to the department chairmen or immediate supervisor of the faculty member who will examine the complaint and give a written opinion to the dean, (or director), or appropriate vice president stating either that:~~

~~—— (a) the complaint lacks substance and no further action is necessary, or~~

~~——(b) the complaint has substance and will be handled at the departmental level, or~~

~~——(c) the complaint has substance and must be forwarded in accordance with subsection (3)~~

~~below.~~

~~——(3) The dean (or director), and/or appropriate vice president shall subsequently review the matter and, if deemed appropriate by said administrator, give an opinion to the Vice President for Academic Affairs. Said opinion shall be in writing and state either that:~~

~~——(a) the complaint lacks substance and no further action is necessary, or~~

~~——(b) the complaint has substance but remedial action at either the department or college level is sufficient, or~~

~~——(c) the complaint has substance and may become a matter for the initiation of formal charges.~~

~~——(4) If the Vice President for Academic Affairs receives the written opinion as described in (3) above, said Vice President shall review the matter and take such action as is necessary to insure completion of the investigation of the complaint. Where charges are recommended in such written opinion the Vice President for Academic Affairs shall confer as necessary with those involved and, if said Vice President determines or concurs in the judgment that the charges are appropriate, shall assist in the proper formulation of charges and may determine the appropriate action to be taken by the University. A report of the charges containing recommendations as to appropriate action shall be presented to the President.~~

~~——(5) In those cases where further action is deemed necessary by the President, the President or the President's designee may refer the investigation of the charges to the Senate Committee on Academic Freedom and Tenure or the President may seek professional assistance from his/her~~

staff, in accordance with the procedures specified in detail in the Constitution of the University,  
~~Senate By-Laws, and University rules.~~

Specific Authority 229.0081(2), 229.0082(1)~~240.227(4)~~ FS

Law Implemented 229.0081(2)(m), 229.0082(3)~~240.227(5), (19)~~ FS

History--New 12-9-75, Amended 3-26-80, 5-14-85, Formerly 6C1-7.36, Amended

\_\_\_\_\_.