

Alabama Agricultural and Mechanical University
Office of Human Resources

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762
Phone: 256.372.5835 Fax: 256.372.5881

University Complaint Form

This form should be used to file a complaint or concern, or experience a problem that affects you or your co-worker(s). Please complete this form within five (5) working days after the incident or problem first occurred. The Office of Human Resources will provide you with a copy of the form.

Date: _____

Name: _____ Contact number: _____

Address: _____ City and State: _____

Status: Faculty _____ Staff _____ Other (specify): _____

Immediate Supervisor: _____ Telephone number: _____

Complaint/Concern Information

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Please describe in detail the specific act(s) of the complaint and/or concern. You may use additional sheets.

