

University Issue Resolution Procedures for Faculty, Staff and Students

Complaints of Discrimination and Other Prohibited Behavior				
Applies to:	Nature of Complaint	Policy	Complaint Form	Investigator
Faculty, staff, students and volunteers	<u>Sexual Harassment</u> Physical or verbal conduct of a sexual nature, may include: <ul style="list-style-type: none"> • A pattern of sexually explicit comments, jokes, messages or e-mails • Physical assault or inappropriate touching • Display of sexually explicit materials • Unwanted sexual advances 	1.15 -- Sexual Harassment	Sexual Harassment Allegation Form	A designated Unit Investigator and/or OHR, Consulting Services
Faculty, staff and students	<u>Discrimination</u> Unlawful employment action based on a person's race, color, creed, religion, sexual orientation, national origin, sex, age, disability or veteran status. It also includes acts of retaliation.	1.10 – Non-discrimination/Equal Employment Opportunity and Affirmative Action and 8.20 -- Employment Disputes and Complaints of Discrimination	Discrimination Complaint Form	OHR, Consulting Services
Applies to: Faculty, staff and student employees (This policy does not apply to Health System employees. Please refer to University Hospitals Policy and Procedures Manual, Workplace Standards of Conduct, Policy 02-24.)	<u>Physical Threat/Workplace Violence</u> Acts that results in threatened or actual harm to a person or property in the workplace. Behavior may include: <ul style="list-style-type: none"> • Direct or implied threats • Physical conduct that results in harm to people or property • Possession of deadly weapons on University property • Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety 	7.05 -- Workplace Violence	Incident Report Form	OHR, Consulting Services, The University Police Department Crisis Assessment Team (CAT) in place to evaluate risk.

Appeals (continued)				
Applies to:	Nature of Complaint	Policy	Complaint Form	Investigator
Faculty, staff, students	<u>Discrimination Investigation Appeals</u> (includes sexual harassment) Dispute of investigation outcome, based on the record and any new information that could not have been previously provided with reasonable diligence	1.15 -- Sexual Harassment and 8.20 - Employment Disputes and Complaints of Discrimination	Written notification to the Associate Vice President for Human Resources	The Associate Vice President for Human Resources
Faculty, students, post doctoral fellows and post-professional fellows	<u>Complaints against regular, regular clinical, and auxiliary faculty members</u> For complaints related to: <ul style="list-style-type: none"> • failure to meet teaching, service, or research obligations • acts or omissions which otherwise impair effectiveness in meeting these obligations • violation of university rules 	Office of Academic Affairs Policies and Procedures Handbook, Section XII, Faculty Rule 3335-5-04	Written complaint to the department chair, the dean, the provost or the president	Department chairs, deans, the provost, college investigation committees, the president, the board of trustees (for terminations)

Campus Resources	
Resource	Nature of Services
OHR, Consulting Services , 433 Archer House, 2130 Neil Ave., 292-2800	Consultation on recruitment and selection, employee relation matters, discrimination, dispute resolution and mediation, compensation, classification, affirmative action, etc.
University Faculty and Staff Assistance Program 1375 Perry Street, Suite 6-40, 293-2442	Problem assessment, referral services, short-term counseling, education and training, etc. Services are free and confidential.
University Health Services 2-A Clinic, 456 W. 10 th Ave., 293-8146	Medical examinations to determine whether an employee is able to perform the essential duties of the job. Identifies limitations and/or restrictions and if appropriate, suggest accommodations.
The Women’s Place , 5046 Smith Lab, 174 W. 18 th Ave., 292-3960	Clearinghouse of information for women on how to access and/or use University resources in order to meet their needs.
Office of Academic Affairs ADA Coordinator’s Office 2054 Drake Union 1849 Cannon Drive, 292-6207	Acts as a referral point for disability related information, services and resources; provides consultation on policy reviews and facilities planning; conducts workshops and training on disability related topics; serves as a clearing house for disability related complaints; and develops disability related initiatives.
Office of Student Affairs Office of International Education Oxley Hall, 1712 Neil Ave., 292-6101	Provides assistance to international students with visas, exchange programs. Provides national students with opportunities to study or work abroad in over 80 countries. Programs include exchange, junior year abroad or summer opportunities.
Judicial Affairs, 2050 Drake Union 1849 Cannon Drive, 292-0748	Provides educational tools to students about their rights and responsibilities. Offers information concerning conduct issues, judicial policies and non-academic discipline procedures.
Counseling and Consultation Younkin Success Center 1640 Neil Avenue, 292-5766	Provides counseling and mental health services including assisting students in dealing with personal concerns, interpersonal relationships, academic effectiveness and career counseling.
Multi-Cultural Center 1739 N. High St., 4 th Floor, 688-8449	Provides student support services for African American, Asian, American Indian and Hispanics, gay, lesbian, bisexual, transgender students. Also offers Rape Education and Prevention Services and Women Student Services. <i>Note: The offices under Student Affairs are primarily for students.</i>
Office of the University Senate Committee on Academic Freedom and Responsibility (CAFR)	Hear and investigate complaints by individual faculty members concerning alleged infringements upon academic freedom or responsibility in the university
Communications Workers of America , 27 Euclid Ave., 294-5265	In accordance with the collective bargaining agreement, provides representation to membership. <i>Note: Before contacting the union, call Consulting Services.</i>