

Discrimination and Harassment

Background

Consistent with the IUPUI Equal Opportunity Policy, and federal and state nondiscrimination legislation, the IUPUI has developed guidelines and procedures to address complaints of unlawful discrimination. These guidelines require the campus community, visitors, and others who believe they have experienced unlawful discrimination to contact the Affirmative Action Officer at IUPUI.

Policy *(Orig. 9/2003 based on IUPUI Rev. 8/1/98, Rev. 5/2006)*

SPEA supports the rights of faculty, staff, students, visitors and others to be free of discrimination in the conduct of their campus and work activities.

SPEA faculty, staff and students will cooperate with the Affirmative Action Office at IUPUI to fulfill their responsibilities in these cases.

Responsibilities

- ✓ SPEA faculty and staff who have knowledge of unlawful discrimination against a student or other person who believes that they have been unlawfully discriminated against by SPEA faculty, staff or other students are responsible for advising the student or other person to contact the Affirmative Action Office at IUPUI regarding these complaints.
- ✓ SPEA faculty, staff and students are responsible for cooperating with the Affirmative Action Officer at IUPUI to fulfill their responsibilities in these cases.
- ✓ The Associate Dean is responsible for overall coordination of discrimination and harassment cases.
- ✓ The Director of Academic Affairs is responsible for overall coordination at the direction of the Associate Dean or when the Associate Dean is the subject of a complaint.
- ✓ The Associate Dean is responsible for maintaining the confidentiality and security of correspondence related to unlawful discrimination cases. [How long to maintain records???
- ✓ SPEA faculty and staff are responsible for maintaining confidentiality of information related to unlawful discrimination cases.

Procedure

The University's specific guidance on what must be done or how to file a complaint is the basis of SPEA's policy, and it is available at <http://www.iupui.edu/~aao/complaint.html> and restated below.

1. Within a reasonable time, faculty, staff and students, visitors, prospective employees or other individuals having complaints on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or Vietnam era veterans status should contact the campus Affirmative Action Officer, IUPUI Affirmative Action Office, Administrative Building, 355 N. Lansing Street, IN 46202 (317-274-2306). The Affirmative Action Officer will inform the individual of the requirements for documenting the event.
2. Within fourteen days of receipt of a formal written complaint, the Affirmative Action Officer shall proceed with conducting an investigation of the complaint for the purpose of effecting a resolution. The processing of complaints by the IUPUI Affirmative Action Office will adhere to the following principles and guidelines:
 - A direct personal interview will be held with the complainant or victim for the purposes of completing a "Formal Complaint Form," and to gather specific information detailing the nature of the allegations.
 - Efforts will be made to restrict information regarding complaints to the complainant, the accused party, and those persons directly involved in the resolution of the matter.

- All records, memoranda, correspondence, and other information/materials related to complaint investigations conducted by the IUPUI Affirmative Action Office shall be retained for a period of no less than three years.
- Complaint investigations will be conducted as promptly as possible, and the results will be reported in writing to the complainant and those persons party to the resolution of the matter.
- If a complaint is found to be valid, action will be taken through appropriate channels of the University to rectify the situation and to reasonably ensure that such incidents do not occur in the future. University complaint channels for appeal will be opened to either the complainant or the accused party.
- University policy prohibits retaliation against an individual because of the filing of a complaint, or cooperating with a complaint investigation. Such incidents will be considered seriously and action will be taken expeditiously to prevent such conduct.

Revised: 08/1/98 (IUPUI Office of Affirmative Action)

Documentation

- ✓ IUPUI Affirmative Action Office, *Discrimination and Complaint Procedures*, available at <http://www.iupui.edu/~aao/complaint.html>