

## **School of Education Procedures to Facilitate Implementation of University Sexual Harassment Policy**

Approved by Policy Council on 12/5/2000

Indiana University has clearly articulated policies regarding sexual harassment and regarding consensual relationships, as well as definitive procedures for processing allegations of sexual harassment. These policy and procedural documents are available on the Internet as well as at several University administrative offices: Office of Affirmative Action, Human Resources Management, Dean of Faculties, Office of Women's Affairs, Dean of Students, and each school's Dean's Office and Office of Human Resources.

In order to facilitate the implementation of University policy and to communicate appropriate procedures to all interested parties, the School of Education (SOE) will take the following actions:

- (1) Three sexual harassment contact persons will be selected: two faculty members (a male and a female) and a staff member. Their responsibility is to be fully informed regarding University policy and procedure, and to convey both types of information to whomever requests it. Persons in the School of Education with questions about sexual harassment are invited to contact these persons about specific procedures and options. It should be emphasize that these contact persons will not function as counselors.

Each contact person will serve for two years. The SOE Staff Council will be asked to select a staff member and the SOE Faculty Affairs Committee will identify two faculty members. These contact persons will be instructed regarding their specific responsibilities by the SOE Office of Executive Associate Dean and by the Director of the University Office of Affirmative Action.

- (2) Twice per year a notification will be sent from the Dean's Office to all students, staff, and faculty members, by email. This message will contain the following information regarding sexual harassment:

A. The location of University policy and procedural documents described above (web and hard copy locations). This information is critical for all categories of persons involved in matters of sexual harassment:

- Persons who believe that they have been the subject of sexual harassment.
- Persons who have the knowledge of possible sexual harassment (having witnessed it or heard about it).
- Persons who have been accused of sexual harassment.
- Persons processing charges of sexual harassment.

B. A listing of the University offices authorized to deal with matters of sexual harassment.

C. The names and contact information for the School's three contact persons.

D. A possible sexual harassment that it is their responsibility to report such behavior to a contact person or to one of the administrative offices with personnel authorized and trained to act on such information. They must also advise persons who have complaints of sexual harassment to contact such person statement that advises faculty and staff members who have knowledge of or office since it is not the role of faculty or staff member to intervene, to attempt to negotiate, or to provide counseling.

E. All persons with knowledge of sexual harassment behavior or ostensive sexual harassment behavior must treat such information as confidential.

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