Perceived Discrimination or Sexual Harassment

Formal Procedure — **OR** — Informal Procedure

Pursue a complaint with the assistance of a Department Chair, Dean, Director, or immediate supervisor.

The University Agent will inform the office of Affirmative Action of the complaint **in no more than 5 working days** from the initial contact.

The agent shall investigate and attempt to resolve the case **in no more than 20 working days** from initial contact. In some cases, extensions may be granted up to 60 days total**.**

In no more than 3 days from the resolution of the complaint, the agent shall inform the Office of Affirmative Action of the outcome.

OR

Pursue a complaint with the Office of Affirmative Action.

Within 3 working days of filing the complaint, a copy will be forwarded to the complainant, the respondent, and the Chancellor.

The office, through appropriate committee, will **complete an investigation within 90 working days** of the date the complaint is filed.

Within 3 working days of the conclusion of the investigation, the office shall transmit findings and recommendations. Findings go to the Chancellor or Dean of Students for final decision.

The Chancellor or Dean of Students must act on the findings **within 20 working days.**

OR (In Case of Appeal)

Decisions may be appealed. Procedures vary with a person's employment or student status. See the full policy for details.

The Chancellor will make a final disposition **within 10 working days** of receipt of the findings and recommendations of the body hearing the appeal. A summary will be forwarded to all parties involved.

The Office of Affirmative Action is responsible for informing the involved parties of the status of the complaint throughout the entire process.

OR

Talk to or write a confidential letter to the person involved in the complaint; contact an advocate; talk to the supervisor of the person involved; or contact Student Health Services or Employee Assistant Program. Identify what happened, share feelings, and seek resolution.

Request mediation. See the Affirmative Action Officer for assistance with the process.