

Shawnee State University

SUBJECT: EQUAL OPPORTUNITY & NON-DISCRIMINATION/ HARASSMENT POLICY	POLICY NO. : ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE: RESPONSIBLE OFFICER(S): APPROVED BY:	5.01 3362-5-02 1 of 3 09/13/13 09/13/16 VP Finance & Admin. BOT
--	---	---

1.0 POLICY PURPOSE

- 1.1 Shawnee State University is committed to having an educational and working environment that provides an equal opportunity for students and employees and is without unlawful or prohibited discrimination and harassment.
- 1.2 This policy serves to ensure that there are University structures and processes in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status or military status.

2.0 UNIVERSITY RESOURCES AND PROCESSES

- 2.1 The University will have processes and resources in place to protect students, employees and visitors from discrimination and harassment and to ensure the following:
 - 2.1.1 Compliance with applicable state and federal laws that address discrimination and harassment;
 - 2.1.2 Complaints of discrimination and harassment are adequately reviewed and resolved; and
 - 2.1.3 Training and education, designed to prevent discrimination and harassment, is conducted throughout the University.
- 2.2 There will be university employees who have the requisite authority and responsibility to ensure compliance with laws and university policies and procedures that address discrimination, equal employment opportunities and affirmative action.
 - 2.2.1 There will be a Title IX Coordinator and deputy coordinators who have overall responsibility for matters addressing sexual harassment and sexual

misconduct. The Title IX officers will have responsibility to ensure that the University has clear processes in place for sexual harassment complaints from students, employees and visitors; and that sexual harassment and sexual misconduct complaints are appropriately investigated and resolved.

- 2.2.2 There will be at least one ADA Coordinator whose responsibility will be to address allegations of discrimination based upon disability, to ensure compliance of applicable laws and related University policies and procedures, and to review and appropriately respond to accommodation and access requests for students, employees and visitors.
- 2.3 There will be a system(s) in place to track all reports and complaints of discrimination. An annual report shall be submitted to the President from each University office or unit that is responsible for discrimination compliance that documents the number and type of discrimination complaints and reports filed with the University within the previous year, along with the resulting resolution or outcome.
- 2.4 There will be an adequate and regularly updated affirmative action plan in place to promote equal opportunity for employment and is compliant with the University's obligations as a federal contractor or subcontractor, and is compliant with applicable federal, state and local laws.

3.0 PROCEDURES

- 3.1 There will be procedures in place, approved by the President, to amplify this policy. Such procedures will include, but not be limited to, the following topics or areas:
 - 3.1.1 Sexual harassment procedure(s) that applies to students, employees and visitors that includes definitions and identifies forms of sexual harassment and misconduct, and addresses consent and consensual relationships, notification and reporting, the investigative process, confidentiality, discipline and consideration of the classroom and instructional settings;
 - 3.1.2 Disability procedure(s) that applies to students, employees and visitors and addresses equal access to University programs, activities and services and process(es) for reasonable accommodations;
 - 3.1.3 An investigation and complaint procedure(s) that addresses a clear process for initiating a complaint of unlawful discrimination or harassment that applies to students, employees and visitors, and adequately describes the investigative process, confidentiality, discipline or other corrective measures, retaliation and consideration of the classroom and instructional settings;

- 3.1.4 Affirmative action and equal opportunity procedure that applies to the employment setting that addresses: recruitment, selection and promotion processes for identifying the most qualified applicants, while providing a strong emphasis on reaching out to underrepresented groups; leadership development initiatives that includes inclusiveness and diversity; and employee development processes to ensure equal opportunity for all employees.

History: Replaces 5.01; 5.02, 5.03, 5.04 and 5.05 (*Eff. 9/13/13*)

NOTE: Policies 5.02, 5.03 and 5.05 are converted to interim procedures effective 9/13/13.

Applicable Procedures: [5.01:1 Affirmative Action Hiring Guidelines](#)
[5.01:2 Reporting Complaints of Discrimination, Sexual Harassment/ & Retaliation](#)
[5.01:3 Affirmative Action Program for Vietnam-Era and Disabled Veterans](#)