



Delaware State University Procedure

Title: Discrimination Complaint Resolution Procedure	Administrative Council approval date: 5/19/08 (<i>revised</i>)
Related Policies and Procedures:	

The following procedure is adopted to process complaints alleging violations of the University's policies on Non-discrimination, Equal Employment Opportunity, Equal Educational Opportunity, retaliation, or Sexual Harassment, and will be in addition to any complaint or charges an employee, applicant or student files with State or federal agencies. These procedures apply to all complaints of sexual harassment made against an employee. Complaints of sexual harassment made against a student will be processed under the student sexual harassment procedure. This procedure encompasses complaints under Americans with Disabilities Act, Title II, Section 504 of the Rehabilitation Act, Title IX, and any other State or federal discrimination laws.

The University considers discrimination and/or harassment complaints very serious. The University will investigate all such allegations in a timely way and seek prompt resolution.

Initiation of a Complaint

Any employee, applicant, student or any member of the public who alleges a violation of University policy on Non-discrimination, Equal Employment Opportunity, Equal Educational Opportunity, or Sexual Harassment by a University employee must file a complaint with the Assistant Vice President of Human Resources* setting forth the grounds for the complaint. If the complaint is against the Assistant Vice President of Human Resources, the complaint must be filed with the Provost.

Fact Finding

The Assistant Vice President of Human Resources* (or the Provost) will initiate the fact-finding process in response to the complaint and attempt to resolve the issue with the complainant.

Conference with the President

If the Assistant Vice President of Human Resources* (or Provost) cannot resolve the complaint, the matter will be forwarded to the President of the University with a recommendation based on fact finding. The President will hold an information conference with the parties (together or separately at the President's discretion) and make a finding and decision of whether there has been a violation of University Policy, and the action to be taken.

Confidentiality

All parties and staff will keep the complaint, fact-finding process and conference or hearings confidential, except to the extent that it is necessary to investigate and process the complaint or to meet the requirements of a collective bargaining agreement.

Reprisals and False Complaints

Persons filing complaints of discrimination, harassment, or retaliation will be protected against reprisals by actions that are appropriate to the circumstances. Those persons filing deliberate false complaints will be subject to disciplinary action including dismissal.

Disciplinary Action

Substantiated complaints of violation of University policies may subject the offending party to disciplinary action.

Note: *Indicates that the Assistant Vice President of Human Resources may designate another University administrator to act in his or her absence.