

APPENDICES

TROY UNIVERSITY POLICY ON HARASSMENT

I. Statement of Philosophy

Troy University is proud of its tradition of friendly and congenial relations between students and employees (faculty, staff and administrators). The University is committed to maintaining an environment that nourishes respect for the dignity of each individual and creates an atmosphere in which students and employees can interact productively. In keeping with these goals, harassment by anyone (whether in the classroom, the office, at a University sponsored function, or within any University environment) will not be tolerated.

II. Definition of Harassment

For purposes of Troy University's policy, harassment is defined as a course of comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, sexual orientation, color, pregnancy, disability, or veteran status. It can include comments or conduct by a person in a position of authority that is intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individual's grade(s), status, or job. Harassment can also occur between people of similar authority. Harassment occurs when it is known or ought reasonably to be known that such comments or conduct would be unwelcome.

Examples of harassment include gestures, remarks, jokes, taunting, innuendo, display of offensive materials, threats, insinuations,

14. Asking questions about sexual conduct or sexual orientation or performances.
15. Offensive, repeated requests for dates, even if made after work.
16. Continued advances of a sexual nature which are re-

jected, even after the parties break off a consensual relationship.

is a victim of harassment to try to resolve the problem informally

with the person directly responsible for the harassment. This is not, however, a prerequisite for reporting or filing a complaint. The University also encourages those witnessing harassment to report such behavior.

The University recognizes that an individual may be reluctant and/or embarrassed to complain about harassment. As a consequence of this reluctance, the University provides the following reporting avenues:

1. A student may report a complaint to any member of the University's Harassment Response Team or the Student Services Office. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
2. A faculty or staff member may report a complaint to the appropriate supervisor, dean, director, or vice chancellor who, in turn, will inform the complainant of the need to report the complaint to the Harassment Response Team. An individual who is uncertain about the appropriate person to whom the complaint should be addressed may direct the complaint to the campus Director of Human Resources. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
3. University visitors may report a complaint to the campus Office of Human Resources or call the Troy campus Office of Human Resources at (334) 670-3710.

4. At University College locations, the procedure for reporting will follow the same guidelines as 1 and 2 above with coordination through the Site Director (unless the Site Director is the accused or the accuser).
5. At the Phenix City campus, the procedure for reporting will follow the same guidelines as 1 and 2 above.

The Harassment Response Team members shall consist of seven members, which will include both males and females of various ages, classified personnel, professional staff, tenured and tenure-track faculty. When investigating a claim, the Harassment Response Team Chair shall appoint at least two members of the team to conduct an investigation.

B. Confidentiality

The University recognizes the privacy rights of both the complainant and the accused in a harassment situation. Any allegation of harassment that is brought before a member of the Harassment Response Team will be handled discretely. Reasonable effort will be made to respect the privacy of the parties involved; however, it will be necessary to investigate the complaint and to respond to any legal and/or administrative proceedings which may arise out of or relate to the complaint. Participants in an investigation are authorized to discuss the case only with those persons who have a genuine need to know.

C. Filing a Complaint with the Hdhe-1(7s do. 2.7(la-0.6(ra to)7.7o hlv3dTc0.)7.90.6()5.7(lingt.7ohlv3dT53.0005 Tcn)8.1(.)7.90.6(om)6.2(a)(e2luende(v

VI. Sanctions*A. Employees*

Potential sanctions for harassment include the following:

- Disciplinary warning/reprimand
- Referral to appropriate counseling
- Reassignment
- Temporary suspension
- Termination

B. Students

Potential sanctions for harassment include the following:

- Disciplinary warning/ reprimand
- Disciplinary probation
- Suspension
- Expulsion

VII. Appeals

A party who is not satisfied with the disposition of the findings of the Harassment Response Team may appeal to the Chair, Personnel Advisory Committee for a second review, and, if necessary, a formal hearing, in accordance with the hearing procedures outlined in the Faculty Handbook, Staff Handbook, or Oracle as appropriate.

Troy University compiles and maintains information about

5. LOCATION OF RECORDS.

The university has designated the following officials or their equivalents at the branches as responsible for student records within their respective areas of responsibility:

- A. Provost
- B. Vice Chancellor for Student Affairs
- C. Vice Chancellor for Financial Affairs
- D. University Registrar
- E. Deans of various schools within the university

These officials shall hereinafter be referred to as “records officials.” Each official is responsible for maintaining a listing of student records within such records official’s area of responsibil-

such a request on file prior to destruction, no copy of records to be destroyed need be furnished the student.

15. COST OF COPIES.

Any copies of records furnished at the request of a student shall be subject to the payment of a reasonable fee, to be established by the university from time to time, for such service.

COURSE PREFIXES (KEY TO ABBREVIATIONS)

ACT.....	Accounting
AEG.....	American English Group
ANT.....	Anthropology
ARB.....	Arabic
ART.....	Art and Design
AS.....	Aerospace
AT	Athletic Training Education
BIO.....	Biology
BUS.....	Business
CDC.....	Cross Discipline
CHI.....	Chinese (Mandarin)
CHM.....	Chemistry
CJ.....	Criminal Justice
CLA.....	Classics
COM.....	Communication
CS.....	Computer Science
DRA	Dramatic Arts
ECE	Early Childhood Education
ECO.....	Economics
EDU.....	Education
ELE	Elementary Education
ENG.....	English
FIN	Finance
FLN	Forei