



# Guide to Administration of The University of Iowa's Policy on Sexual Harassment



## **Guide to Administration of the UI Policy on Sexual Harassment**

The University’s [Policy on Sexual Harassment](#) is contained in Part II, Chapter 4 of the University Operations Manual at <http://www.uiowa.edu/~our/opmanual/ii/04.htm>. This Handbook has been prepared to assist employees in understanding and carrying out the administration of the policy. Nothing in this document creates rights for individuals accused of sexual harassment or remedies for persons who have suffered sexual harassment. This document is intended to be fully consistent with the sexual harassment policy as the official source document. However, in the event of a conflict between this document and the sexual harassment policy, the sexual harassment policy prevails.

Generally speaking, any University employee who is an “academic or administrative officer” of the University, as defined by the sexual harassment policy, will have some responsibility to respond if that employee learns of allegations of unwelcomed sexual behavior or sexual harassment. Many employees are “academic or administrative officers” of the University for purposes of this policy, including employees with significant administrative responsibilities, employees who supervise other employees, and employees who advise students in various capacities.

All employees should periodically review the definition of “academic or administrative officer” in order to determine whether their current job responsibilities are such that they are an “academic or administrative officer” for purposes of this policy. Any employee who is uncertain about whether he or she is an academic or administrative officer should contact the Office of the Sexual Misconduct Response Coordinator, the Office of Equal Opportunity and Diversity or the Office of the General Counsel for guidance.

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## I. **Initial Response to Allegations of Unwelcomed Sexual Behavior or Sexual Harassment; Role and Responsibilities of Academic and Administrative Officers (AAOs) and other officials** [[back to top](#)]

Allegations of unwelcomed sexual behavior or sexual harassment can come to the University's attention through a variety of channels, including reports or complaints by alleged victims or third-parties, or direct observation of behavior by an academic or administrative officer of the University. Regardless of how allegations come to be known, academic and administrative officers (AAO) of the University have an obligation to respond when they become aware of such allegations. For most academic and administrative officers, the required response is limited to notifying central administration of the allegations and providing certain information to the complainant (if any). Specific information for academic and administrative officers is delineated in the policy and in the guidance that follows. AAO responsibilities are summarized in Table 2 of this document. Senior Human Resources Leadership Representatives and designated Associate Deans in each unit have additional responsibilities, which are detailed in the policy and explained in this document.

### 1. **Guidance for Academic or Administrative Officers (AAO)<sup>1</sup>.**

University policy allows employees to make reports of unwelcomed sexual behavior or sexual harassment to any academic or administrative officer (AAO) of the University. AAOs have a corresponding duty to listen to employee allegations of unwelcomed sexual behavior or sexual harassment, to notify central administration of those allegations within two business days, and to provide the complainant<sup>2</sup>, if any, with certain basic information about how and where to seek help. (These basic obligations are detailed more fully below.)

In cases involving allegations of violence or physical assault, the AAO should strongly encourage the complainant and/or alleged victim to contact the University of Iowa Police (335-5022), and the AAO should call the police if there appears to be imminent danger to the safety or security of anyone on campus. AAOs should also consider consulting with the Behavior Risk Management Team and/or Threat Assessment Team in such cases. Information about these two campus resources is available in Appendix I of this document.

AAOs should not attempt personally to resolve the matter.

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<sup>1</sup> [Section 4.1c\(1\)](#) defines which University employees are “academic or administrative officers” for the purposes of this policy. Any person who is uncertain about whether he or she falls within this definition should contact the Office of the Sexual Misconduct Response Coordinator (335-6200), the Office of Equal Opportunity and Diversity (335-0705), or the Office of the General Counsel (335-3696).

<sup>2</sup> A ‘complainant’ is the person who makes a report or complaint about unwelcomed sexual behavior or sexual harassment, whether or not the person is an alleged victim.

AAOs must report allegations, even if the complainant or alleged victim asks them not to make a report, even if the AAO believes the allegations are not serious, and even if the AAO believes the behavior does not constitute sexual harassment.

AAOs who are uncertain of their obligations under the policy can seek advice from the Office of the Sexual Misconduct Response Coordinator (335-6200), from the Office of Equal Opportunity and Diversity (335-0705), or from the Office of the General Counsel (335-3696).

**a. Alleged victim is a student.**

*Mandatory reporting to central administration.* If the alleged victim of the behavior is a student, the AAO must promptly (within two business days) notify the Office of the Sexual Misconduct Response Coordinator (335-6200) of the allegations.

*Information to be provided to complainant/victim.* If there is a complainant (i.e. a person who reported the behavior), the AAO must also

- Inform the complainant/victim that confidential certified victim advocacy services are available from the Rape Victim Advocacy Program (335-6000), and
- Refer the complainant to the Office of the Sexual Misconduct Response Coordinator (335-6200) for further advice and assistance.

After notifying central administration and providing information to the complainant, the AAO has no further responsibilities for processing the complaint and should not attempt personally to resolve the matter. However, the AAO must cooperate with other administrators who are seeking to resolve the matter.

**b. Alleged victim is a non-student employee of the University.**

*Mandatory reporting to central administration.* If the alleged victim of the behavior is a non-student employee of the University (including any member of the faculty or staff), the AAO must promptly (within two business days) notify either the Office of the Sexual Misconduct Response Coordinator (335-6200) or the Office of Equal Opportunity and Diversity (335-0705) of the allegations.

*Information to be provided to complainant/victim.* If there is a complainant (i.e. a person who reported the behavior), the AAO must also

- Inform the complainant/victim that certified victim advocacy services are available from the Rape Victim Advocacy Program (335-6000); AND

- that the allegations of unwelcome sexual behavior will be reported to the Senior Human Resources Leadership Representative of the relevant unit (if the allegations are against another University employee) and to central administration<sup>3</sup>, AND
- that allegations against a University employee will be formally investigated by the Office of Equal Opportunity and Diversity, unless the alleged victim requests that an informal resolution be attempted by the Senior HR Leadership Representative or Associate Dean in the unit or by the Office of Equal Opportunity and Diversity, AND
- that allegations against a student will be investigated by the Office of the Dean of Students<sup>4</sup>.

*Notification of Senior Human Resources Leadership Representative.* If the allegations are against another University employee, the AAO must also notify the appropriate Senior Human Resources Leadership Representative of the allegations. When alleged incidents occur in a particular unit or in connection with activities sponsored by a particular unit, the Senior Human Resources Leadership Representative of that unit should be notified. When alleged incidents do not occur within a particular unit, then the notification should go to the Senior Human Resources Leadership Representative of the person who is accused of engaging in unwelcomed or inappropriate behavior.

The AAO generally has no further responsibilities and should not attempt personally to resolve the matter. However, the AAO has an ongoing obligation to cooperate with other administrators who are seeking to resolve the matter. If EOD notifies the AAO (or the relevant Senior Human Resources Leadership Representative) that the alleged behavior does not constitute sexual harassment, but may amount to sexual harassment if the behavior continues, the AAO (or the relevant Senior Human Resources Leadership Representative) should counsel respondent as described in section [4.1b\(5\)](#) of the Sexual Harassment Policy. Behavior that does not constitute sexual harassment may nonetheless violate other University policies including the [Violence Policy](#), the [Anti-Retaliation Policy](#), and the [Anti-Harassment Policy](#). AAOs may take action under those policies, when appropriate, even if the alleged behavior does not constitute sexual harassment.

**c. Status of alleged victim is uncertain, or victim is neither a student nor a University employee.**

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<sup>3</sup> The AAO must notify either the Sexual Misconduct Response Coordinator or the Office of Equal Opportunity and Diversity. Those offices will keep one another informed and will also involve other offices (e.g. the Office of the Dean of Students in case of allegations against a student) as necessary.

<sup>4</sup> If allegations are against a person who is both a student and employee, EOD, the Office of the Dean of Students and the Sexual Misconduct Response Coordinator will consult and determine which office will take the lead in investigating the allegations. See Part IV., *infra*.

In some cases, an AAO who learns of allegations of sexual harassment may not know the status of the alleged victim of the behavior. It is also possible that the alleged victim might not be a student or employee (e.g., the alleged victim could be a visitor to campus, a clinic patient, or an employee of an outside contractor doing work on campus).

In such cases, the AAO should report the allegations to the Office of the Sexual Misconduct Response Coordinator (335-6200) and provide whatever information the AAO has about the alleged victim.

The AAO should also inform the complainant

- that confidential certified victim advocacy services are available from the Rape Victim Advocacy Program (335-6000), and
- Refer the complainant to the Office of the Sexual Misconduct Response Coordinator for further advice and assistance.

## **2. Role of Office of the Sexual Misconduct Response Coordinator.**

The Office of the Sexual Misconduct Response Coordinator provides information and assistance to individuals making complaints about alleged sexual harassment and, along with the Office of Equal Opportunity and Diversity, provides assistance and advice to other University officials (e.g., academic and administrative officers and Senior Human Resources Leadership Representatives) concerning the handling of allegations of sexual harassment.

If a complainant reports allegations of unwelcomed sexual behavior or sexual misconduct directly to the Office of the Sexual Misconduct Response Coordinator [OSMRC], employees in that office will inform the complainant that certified victim advocacy services are available from the Rape Victim Advocacy Program (335-6000) and will provide the complainant with basic information about applicable processes for resolving the allegations. Where appropriate, the OSMRC will assist the alleged victim with requests for support such as academic accommodations, housing accommodations, protection against retaliation, and referrals to other service providers (e.g., medical services; police services).

The Office of the Sexual Misconduct Response Coordinator will notify the Office of Equal Opportunity and Diversity, and the appropriate Senior Human Resources Leadership Representative, of any allegations against employees. The Office of the Sexual Misconduct Response Coordinator will notify the Dean of Students of any allegations against employees

In cases where an alleged victim has not personally contacted the Office of the Sexual Misconduct Response Coordinator, the SMRC will attempt to contact the victim (if a student or employee) directly in order to offer the services of the office to assist the victim.

At every stage of resolution of allegations of sexual harassment, the Office of the Sexual Misconduct Response Coordinator will be available to provide advice and assistance to other University employees involved in addressing the allegations.

### **3. Role of Senior Human Resources Leadership Representative**

When the Senior Human Resources Leadership Representative [Leadership Rep] becomes aware of allegations of unwelcomed sexual behavior or sexual harassment in his or her unit or by an employee of the unit (if the allegations concern activity outside the unit), the Leadership Rep should

- Ensure that the complainant and the alleged victim (if other than the complainant) have been informed that confidential certified victim advocacy services are available from the Rape Victim Advocacy Program (335-6000) and have been referred to the Office of the Sexual Misconduct Response Coordinator (335-6200) for additional support;
- Ensure that either the Office of the Sexual Misconduct Response Coordinator (335-6200) or the Office of Equal Opportunity and Diversity (335-0705) has been notified of the allegations;
- Explain the options for resolving the matter (informal resolution or formal investigation) to the complainant and the alleged victim (if other than the complainant); and
- Determine whether the alleged victim wishes to pursue the matter and, if so, through informal resolution processes or through formal investigation.
- If the allegations are against a student, the Senior HR Leadership Representative should consult with the Office of the Sexual Misconduct Response Coordinator and the Office of the Dean of Students before determining how to address the allegations.

If the alleged victim does not wish to pursue the matter, or requests that it be handled through informal resolution (either by the HR Leadership Representative or by the Office of Equal Opportunity and Diversity), the HR Leadership Representative should contact the Office of Equal Opportunity and Diversity, which shall confer with the Office of the Sexual Misconduct Response Coordinator. If circumstances warrant, the Office of Equal Opportunity and Diversity may determine that a formal investigation of allegations is required, despite the alleged victim's preferences.

#### **4. Response of the Office of Equal Opportunity and Diversity.**

If the Office of Equal Opportunity learns of allegations of sexual harassment directly from a complainant, it will

- Ensure that the complainant and the alleged victim (if other than the complainant) has been informed that confidential certified victim advocacy services are available from the Rape Victim Advocacy Program (335-6000) and has been referred to the Office of the Sexual Misconduct Response Coordinator (335-6200) for additional support;
- Ensure that the Office of the Sexual Misconduct Response Coordinator (335-6200) is aware of the allegations;
- Explain the options for resolving the matter (informal resolution or formal investigation) to the complainant and the alleged victim (if other than the complainant);
- Determine whether the alleged victim wishes to pursue the matter and, if so, through informal resolution processes or through formal investigation;
- Inform the appropriate Senior HR Leadership Representative of the allegations and of the alleged victim's preferences for addressing them;
- If necessary, determine whether circumstances warrant a formal investigation, despite the victim's wishes.
- If the allegations are against a student, inform the Office of the Dean of Students of the allegations.

When the Office of Equal Opportunity and Diversity learns of allegations of sexual harassment other than directly from a complainant (e.g., from a 3<sup>rd</sup> party, an AAO or a Senior HR Leadership Representative), it will

- Confer with the Sexual Misconduct Response Coordinator,
- Attempt to contact the alleged victim directly, unless the Sexual Misconduct Response Coordinator takes such action;
- Ascertain what action, if any, is being taken by the appropriate Senior HR Leadership Representative, and advise that individual on any further steps that must be taken under the policy;

- If informed that the victim has requested no action or an informal resolution, EOD should determine whether the circumstances nonetheless warrant a formal investigation;
- Confer with the Office of the Sexual Misconduct Response Coordinator about progress in addressing the allegations; and
- Conduct a formal investigation unless the victim requests no action or an informal resolution, and EOD determines that the circumstances do not warrant overriding the victim's request.
- If the allegations are against a student, inform the Office of the Dean of Students of the allegations.

In any case where EOD is made aware of allegations involving sexual assault or any other form of violent behavior, EOD will order a formal investigation of the allegations.

## II. **Informal Resolution of Allegations of Sexual Harassment Against An Employee**

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At the request of an alleged victim, allegations of unwelcomed sexual behavior or sexual harassment against an employee may be resolved through a process of informal resolution, unless the Office of Equal Opportunity and Diversity, after consultation with the Senior Human Resources Leadership Representative, determines that a formal investigation is required.

Informal resolution is normally carried out by the Senior Human Resources Leadership Representative of the unit in which the alleged behavior occurred or, if the behavior did not occur in a unit, by the Senior Human Resources Leadership Representative of the person accused of engaging in unwelcomed behavior. If the accused person is a faculty member, the faculty member's dean, or the relevant Vice President, may appoint an associate dean to assist in the informal resolution process.

At the victim's request, the informal resolution process can be managed by staff from the Office of Equal Opportunity and Diversity, rather than by unit-level representatives (i.e., rather than by the Senior Human Resources Leadership Representative and/or Associate Dean.)

*Allegations against student employees.* If the accused employee is also a student, the Senior Human Resources Leadership Representative must discuss the matter with the Office of the Dean of Students who will consult with the Sexual Misconduct Response Coordinator. In most cases, allegations that a student engaged in sexual harassment will be handled by the Dean of Students office, even if the alleged harassment occurred in connection with the student's part-time on-campus work. The Dean of Students Office should consult with the relevant Senior Human Resources Leadership Representative and/or Associate Dean concerning sanctions and options for corrective action. If an accused individual is a graduate student, the Office of the Dean of the Graduate College should also be consulted.

### **1. Guidance for Senior Human Resources Leadership Representatives/Associate Deans concerning informal resolution process.**

*Division of responsibilities between Senior Human Resources Leadership Representatives and Associate Deans.* When an Associate Dean has been appointed by the respective Dean to assist in the resolution of allegations involving a faculty member, the Associate Dean and the Senior Human Resources Leadership Representative should discuss which of them will take primary responsibility for managing the informal resolution process and for performing required tasks in specific cases (e.g. notifying EOD or the Office of the Sexual Misconduct

Response Coordinator that an informal resolution is being attempted). They may agree on how to divide responsibilities or the Dean or Vice President in charge of the unit may determine responsibilities. They may work separately or together on all or part of the matter. The [\*Checklist for Resolution of Informal Sexual Harassment Complaint\*](#) for may be helpful for assigning responsibility. Any Associate Dean who is involved in the informal resolution of a matter must keep the Senior HR Leadership Representative fully informed of all steps taken toward informal resolution and of the outcome of those efforts.

*Notification of Attempted Informal Resolution.* When a victim requests informal resolution, the Senior Human Resources Leadership Representative/Associate Dean must promptly notify the Office of Equal Opportunity and Diversity or the Office of the Sexual Misconduct Response Coordinator that an informal resolution is being attempted at the alleged victim's request.

If the alleged victim does not request informal resolution, the matter must be referred to the Office of Equal Opportunity and Diversity for appropriate action.

*Reasonable Efforts to Resolve Promptly and Effectively.* When a victim requests informal resolution, the Senior Human Resources Leadership Representative/Associate Dean must make reasonable efforts to resolve allegations promptly and effectively.

*Determining nature and seriousness of allegations; specific and credible allegations.* The person who is assisting an alleged victim in securing an informal resolution of a matter must speak with the alleged victim and the complainant (if other than the victim) to ascertain whether there are specific and credible allegations of unwelcomed sexual behavior or sexual harassment, and the nature and seriousness of those allegations. An effort should be made to verify the veracity of the allegations prior to taking any action to resolve the matter, taking into account the risk that extensive investigatory efforts might cause unnecessary or unwarranted reputation damage to the parties involved in the matter.

*Support from EOD and OSMRC.* Once the nature of the allegations is known, the Senior Human Resources Representative/Associate Dean should consult with the Office of Equal Opportunity and Diversity and/or the Office of the Sexual Misconduct Response Coordinator for advice on possible resolution options. Consultation with central Human Resources may also be of assistance.

*Response to allegations involving sexual assault or physical violence.* If the allegations involve sexual assault or any other form of violent behavior, informal resolution is inappropriate, and the matter must be referred to EOD for a formal investigation, regardless of the victim's wishes. The victim should also be referred to the UI Department of Public

Safety (335-5022). If there is an ongoing threat of physical harm to any member or the University community or to a visitor to the UI campus, the Department of Public Safety should immediately be notified.

*Fact-finding efforts by Senior Human Resources Leadership Representative/Associate Dean.* It may be necessary for the Senior Human Resources Leadership Representative/Associate Dean to speak to others, especially when allegations are serious. The Senior Human Resources Leadership Representative/Associate Dean should take into account the safety and wellbeing of the alleged victim and/or the complainant and avoid causing unnecessary or unwarranted reputational damage to the parties involved in the matter.

*Notification of the accused individual.* The alleged victim's wishes concerning notification of the accused individual (of either the charges or the identity of the alleged victim) should be honored where that is consistent with a successful and appropriate resolution of the matter. Where allegations involve matters that can be addressed through such mechanisms as unit-wide communications or discussions or changes in the alleged victim's work or educational environment, notification of the accused person may not be required. However, resolutions requiring participation of the accused will, of course, require that the accused be notified of the allegations. Moreover, if the alleged misconduct was serious or there is a danger of recurrence, notification of the accused person may be required.

If the accused individual is not notified of the charges, no disciplinary action may be taken against that person, no record of the allegations will be kept in the person's personnel file, and the person's name should not be included in the written report of the informal resolution.

*Interim protective action.* The Senior Human Resources Leadership Representative/Associate Dean should take interim actions, as necessary, to protect the alleged victim, complainant, and/or witnesses from harm caused by the alleged behavior or retaliation. Where the accused individual and the alleged victim and/or complainant are in a supervisory relationship, a plan should be developed to avoid any perceived or actual conflict of interest until the allegations are resolved.

Actions that might be taken include, but are not limited to, lateral transfers of one or more parties in an employment setting, comparable moves in classroom settings, or changes in the arrangements for academic and/or employment evaluations of any of the parties.

To ensure the safety and wellbeing of all concerned, all parties should be reminded that the allegations and the steps being taken to address them should not be discussed in the work or educational environment (except in the context of the informal or formal resolution process).

*Effective Informal Resolution.* What constitutes an effective informal resolution of particular allegations will depend on the nature of the allegations and the circumstances in which the alleged behavior occurred. Actions that may be taken to resolve the allegations informally include educational intervention with one or all parties; educational intervention in the context of unit-wide communications; direct or facilitated communications between parties to resolve misunderstandings; agreements regarding future behavior of one or all parties; or non-disciplinary changes in a party's work or educational environment.

In some cases, the Senior Human Resources Leadership Representative/Associate Dean may conclude that no specific remedial action is required or warranted. For example, if the allegations made by the complainant are not specific or credible, or if the behavior alleged is clearly not within the scope of the sexual harassment policy, the Senior Human Resources Leadership Representative/Associate Dean may conclude that no unit-level action is appropriate beyond referring the complainant to other resources such as the local human resources representative or central Human Resources. However, Senior Human Resources Leadership Representatives/Associate Deans should take informal, non-disciplinary action to address unwelcome sexual behavior even when that behavior has not risen to the level of sexual harassment.

*Pursuing formal discipline.* In some cases, the Senior Human Resources Leadership Representative/Associate Dean may conclude that informal resolution of the matter is not possible or warranted because, given all the circumstances, formal discipline should be pursued.

Informal resolution is non-disciplinary. If the Senior HR Leadership Representative/Associate Dean concludes that discipline of an employee is warranted, the matter must first be referred to EOD to determine whether there is a reasonable basis to believe that sexual harassment occurred, after which discipline may be imposed pursuant to the procedures established for formal disciplinary action in [section 4.5g of the Sexual Harassment Policy](#).

*Time limit for informal resolution efforts.* If the Senior Human Resources Leadership Representative/Associate Dean is unable to informally resolve the matter within 21 calendar days of receiving a referral of the allegations, the Office of Equal Opportunity and Diversity should be informed of the status of the matter and the complainant (and/or alleged victim) should be referred to that office for further assistance.

*Reporting to the Office of Equal Opportunity and Diversity.* The Senior Human Resources Leadership Representative/Associate Dean must report to the Office of Equal Opportunity and Diversity on the outcome of informal resolution efforts. The report should be filed using

the Office of Equal Opportunity and Diversity Report of Informal Sexual Harassment Complaint form. The names of the parties should be included in the report if, and only if, the accused individual was informed of the allegations and given an opportunity to respond.

*Monitoring of compliance.* The Senior Human Resources Leadership Representative/Associate Dean must communicate with the parties at reasonable intervals to assess their compliance with the terms of the informal resolution. If the parties are not complying in full with the resolution, appropriate action should be taken and EOD should be notified of the non-compliance.

*Delegation by Senior Human Resources Leadership Representative/Associate Dean.* In larger units such as University of Iowa Hospitals and Clinics, the Senior Human Resources Leadership Representative or Associate Dean has general responsibility for conducting informal resolutions but may, with permission of the Office of Equal Opportunity and Diversity, delegate that responsibility in particular cases. The Senior Human Resources Leadership Representative must inform the Office of Equal Opportunity and Diversity of any person(s) to whom the informal resolution process might be delegated so that the individual(s) can receive appropriate training from EOD. The Senior Human Resources Leadership Representative is responsible for ensuring that any person to whom the informal resolution process is delegated has received appropriate EOD training.

## **2. Office of Equal Opportunity and Diversity.**

*Role of EOD in informal resolution.* Upon request, the Office of Equal Opportunity and Diversity will advise complainants and alleged victims on the use of the informal resolution process. EOD is also available to provide advice and guidance to Senior Human Resources Leadership Representatives and Associate Deans who are attempting informal resolutions of sexual harassment allegations. The Office can work with an alleged victim to facilitate an informal resolution of the allegations at the victim's request. EOD will inform the Office of the Sexual Misconduct Response Coordinator if it is assisting in the informal resolution of allegations.

When EOD attempts an informal resolution, it should adhere to the same guidelines that apply to informal resolution by Senior Human Resources Leadership Representatives/Associate Deans, as set out above.

*Further action by EOD if the matter is not resolved informally at the unit level.* If the Senior Human Resources Leadership Representative is not successful in resolving a matter within 21 calendar days, the Office of Equal Opportunity and Diversity can decide, after referral, whether to assist with further efforts at informal resolution, to open a formal investigation, or

to close the file without investigation if it concludes that the complainant has not made specific and credible allegations of sexual harassment.

### **3. Office of the Sexual Misconduct Response Coordinator.**

*Role of the Office of the Sexual Misconduct Response Coordinator in informal resolution.*

Upon request, the Office of the Sexual Misconduct Response Coordinator will advise complainants and alleged victims on the use of the informal resolution process. OSMRC is also available to provide advice and assistance to Senior Human Rights Leadership Representatives/Associate Deans and EOD staff who are attempting informal resolutions of sexual harassment allegations. The Office of the Sexual Misconduct Response Coordinator will inform the Office of Equal Opportunity and Diversity if it is assisting in the informal resolution of allegations.

### **4. Coordination between the Office of the Sexual Misconduct Response Coordinator and the Office of Equal Opportunity and Diversity.**

The Office of the Sexual Misconduct Response Coordinator and the Office of Equal Opportunity and Diversity will work together to ensure a coordinated and effective institutional response to complaints. In the context of informal resolution, they will share information about allegations that are being handled informally and, where appropriate, discuss any advice or assistance that they give to the parties or the persons attempting the informal resolution. When allegations are resolved informally, they will share between the offices information about the informal resolution itself and any further information they learn about compliance. In the event that concerns are raised about compliance, they will consult with the appropriate Senior Human Resources Leadership Representative/Associate Dean concerning what additional actions, if any, are necessary to address the matter.

### III. **Formal Investigation of Allegations Against Employees** [[back to top](#)]

The Office of Equal Opportunity and Diversity [EOD] is charged with conducting formal investigations of sexual harassment allegations against employees. If EOD concludes that there is a reasonable basis to believe that sexual harassment occurred, then other University officials are charged with taking further action to address the allegations, including taking corrective action and/or initiating formal disciplinary proceedings when warranted.

Unless the victim requests otherwise, complaints stating specific and credible allegations of sexual harassment will be investigated by EOD. Investigations may also be conducted by EOD when informal resolution efforts are unsuccessful, when the terms of an informal resolution are not followed, or if EOD determines that an investigation is warranted despite an alleged victim's request for informal resolution. If the victim requests that no investigation be conducted, EOD will not further investigate the matter unless it determines that the circumstances require an investigation, such as when the alleged harassment is particularly serious or there are multiple reports of harassment involving the same person.

#### 1. **Investigation and Findings by the Office of Equal Opportunity and Diversity**

*Decision to conduct an investigation.* EOD should investigate allegations of sexual harassment only if the allegations are “specific and credible.” To be “specific and credible,” the allegations must provide factual details such as, but not limited to, time, place, actions, participants, and witnesses.

In determining whether to investigate, EOD must also consider whether the alleged behavior would, if it occurred as described, constitute sexual harassment within the meaning of the University's policy. If the alleged behavior would not constitute sexual harassment, even assuming it occurred, then a formal investigation is not appropriate and EOD should refer the matter for appropriate action by the Senior Human Resources Leadership Representative in whose unit the behavior occurred or by the academic or administrative officer who initially reported the allegations.

If the alleged victim of the sexual harassment is someone other than the complainant, EOD should consult with the alleged victim before initiating a formal investigation. If the alleged victim requests that no investigation be conducted, then EOD should respect the alleged victim's wishes unless circumstances require an investigation, such as when the allegations are particularly egregious or there are multiple reports of unwelcomed sexual behavior or sexual harassment involving the same person.

*The investigation.* The purpose of an EOD investigation is to determine whether there is a reasonable basis for believing that a violation of the sexual harassment policy has occurred.

The investigation should focus on the specific and credible allegations of sexual harassment that have been made. Formal investigations are not meant to be general inquiries into the behavior of the respondent, the complainant or the alleged victim, and investigations should not go beyond the scope of the specific and credible allegations unless EOD has grounds to believe that the matter involves a pattern of behavior by the respondent, complainant, or alleged victim. (Grounds to believe that there may be a pattern of behavior could involve prior reports or complaints involving one or more of the same individuals.) If, during the course of the investigation, EOD concludes that the alleged behavior may violate policies other than, or in addition to, the sexual harassment policy, it should take appropriate action. In conducting an investigation, EOD will make reasonable efforts to interview the alleged victim, the complainant, and the respondent. EOD may interview other persons believed to have pertinent knowledge, including persons identified by the alleged victim, the complainant, or the respondent. EOD may also review relevant documentary information.

EOD and OSMRC should keep the alleged victim informed of the relevant procedural steps that will be taken during an investigation.

EOD will inform the respondent of the allegations, the identity of the complainant, and the facts surrounding the allegations. The respondent will be given an opportunity to respond to the allegations and to information provided by the complainant and/or alleged victim, and to provide a statement of the facts as perceived by the respondent. Respondents may arrange for someone to accompany them to meetings with EOD.

EOD should make every effort to maintain confidentiality in its investigation and to ensure the safety and wellbeing of the individuals involved. To this end, EOD should avoid unnecessary questioning of persons who are not directly involved in the matter or who lack first-hand knowledge of the particular allegations being investigated.

*Interim protective action.* EOD may take interim actions to protect the alleged victim, complainant, and/or witnesses from harm caused by the alleged behavior or retaliation. Actions that might be taken include, but are not limited to, lateral transfers of one or more parties in an employment setting, comparable moves in classroom settings, changes in the arrangements for academic and/or employment evaluations of any of the parties, or no-contact directives. Alleged victims should be informed of any interim protective measures taken and advised to contact the Office of Equal Opportunity and Diversity or the Office of the Sexual Misconduct Response Coordinator if they have concerns about their safety or retaliation by the respondent or others.

To help ensure the safety and wellbeing of everyone concerned, the parties should be reminded that the allegations and the steps being taken to address them should not be discussed in the work or educational environment (except in the context of the informal or formal resolution process).

In extraordinary circumstances involving a significant risk of serious and immediate harm if an accused individual continues to work at UI, EOD can ask the appropriate administrator (Provost, dean, DEO or vice president) to take action to suspend or restrict the person's employment during or after the EOD investigation. EOD is encouraged to consult with the Senior Human Resources Representative and/or Associate Dean of the respondent, central Human Resources/Provost's Office, as well as with other campus resources, such as the Faculty & Staff Services/ Employee Assistance Program, Behavior Risk Management Team or the Threat Assessment Team, in making determinations about temporary removal of an employee from the workplace.

*EOD's Finding.* At the conclusion of an investigation, EOD will prepare a written finding summarizing the information gathered and stating whether or not there is a reasonable basis for believing that a violation of this policy has occurred.

Ordinarily, EOD will issue its finding within 45 calendar days of when the complaint was filed. If it is not possible to do so, EOD will notify the alleged victim and the respondent that the finding will be delayed and will indicate the reason for the delay. When a formal investigation is initiated following a prior effort at informal resolution, the 45 calendar days will run from the time at which EOD determines that a formal investigation is warranted or the complainant (or victim) requests a formal investigation.

EOD will provide a copy of its written finding to the alleged victim, the respondent, and the Office of the Sexual Misconduct Response Coordinator. In transmitting its finding, EOD should provide appropriate information about the confidentiality requirements of sections 4.5j (3) & 4.5j (4) of the Sexual Harassment Policy.

In addition, EOD will provide its finding to one or more of the following offices as appropriate:

- Office of the Provost (if the respondent is a faculty member or other instructor)
- Office of the vice president or dean responsible for the unit employing the respondent (if the respondent is a staff member)
- The Senior Human Resources Leadership Representative for the unit employing the respondent (if the respondent is a staff member)
- Office of the Dean of the Graduate college (if the respondent is a graduate assistant)

- Office of the Dean of Students (if the respondent employee is also a student, including graduate assistants)

Where a respondent has two or more statuses (e.g., an employee and a student), a copy of the finding will be provided to both relevant offices. EOD should inform each office of who else has received, or will receive, a copy of the finding.

*EOD recommendations in cases where EOD makes a reasonable basis finding.* Pursuant to section 4.5e(2) of the sexual harassment policy, EOD should contact the administrator(s) to whom it has sent a reasonable basis finding to discuss appropriate corrective measures and sanctions. EOD's recommendations concerning sanctions or corrective measures should not be included in written findings, but should be the subject of discussions between EOD and the administrator who is charged with taking action in response to EOD's finding, in consultation with University Human Resources.

Before discussing corrective measures and sanctions with the relevant administrator, EOD should discuss its findings and potential corrective measures and sanctions with the Sexual Misconduct Response Coordinator.

EOD may consult with various campus resources, including but not limited to Human Resources, Faculty and Staff Services/Employee Assistance Program, the Behavior Risk Management Team, or the Threat Assessment Team, in making determinations about removal of an employee from the workplace, or return of an employee to the workplace following a period of administrative leave. For cases involving incidents of violence, EOD should consult with one or more of the available campus resources, such as the Faculty and Staff Services/ Employee Assistance Program, Behavior Risk Management Team, Dean of Students (for cases involving student respondents) and/or the Threat Assessment Team. If considering referral for counseling, referral to the Behavior Risk Management Team is highly recommended.

*EOD recommendations in cases where EOD concludes that there is no reasonable basis to believe that a violation of the policy occurred.* If EOD concludes that there is no reasonable basis to believe that a violation of the sexual harassment policy (or any other relevant University policy) occurred, its findings letter and accompanying communications should not ordinarily include any recommendations with respect to the respondent or the respondent's behavior.

If EOD concludes that the alleged harassing behavior does not rise to the level of sexual harassment but could, if repeated, rise to that level, EOD should inform the relevant Academic or Administrative Office, and/or the Senior Human Resources Leadership

Representative or designated Associate Dean of that conclusion and encourage that person to counsel the respondent concerning that behavior, as required by section 4.1(b)(5) of the sexual harassment policy. Behavior that does not constitute sexual harassment may nonetheless violate other University policies including the [Violence Policy](#), the [Anti-Retaliation Policy](#), and the [Anti-Harassment Policy](#). EOD, the Senior Human Resources Leadership Representative, and/or AAOs may take action under those policies, when appropriate, even if the alleged behavior does not constitute sexual harassment.

## 2. Role and responsibilities of administrators who receive an EOD finding

*Obligation to take appropriate action.* If the Office of Equal Opportunity and Diversity concludes that there is a reasonable basis to believe that a violation of the sexual harassment policy occurred, EOD will provide its finding to one or more of the following offices:

- Office of the Provost (if the respondent is a faculty member or other instructor)
- Office of the vice president or dean responsible for the unit employing the respondent (if the respondent is a staff member)
- The Senior Human Resources Leadership Representative for the unit employing the respondent (if the respondent is a staff member)
- Office of the Dean of the Graduate College (if the respondent is a graduate assistant)
- Office of the Dean of Students (if the respondent employee is also a student, including graduate assistants)

It is the responsibility of the administrator who receives an EOD finding to take appropriate action. What is appropriate will depend on the circumstances, but it is essential that the administrative response is consistent with the goals of the sexual harassment policy, which are to ensure that sexual harassment is prohibited, that a safe and respectful workplace is promoted, that individuals who engage in sexual harassment are sanctioned for that behavior, and that appropriate remedial measures are taken to prevent future violations from recurring. Remedial measures should not adversely affect the complainant.

Examples of measures to stop the harassment and ensure that it does not recur include: verbal or written warning or reprimand; transfer or reassignment; demotion; reduction of wages; suspension; discharge; training of harasser to ensure that s/he understands why his or her conduct violated the employer's sexual harassment policy; evaluation and counseling of harasser to address behavioral change; and monitoring of the harasser by the department to ensure that the harassment stops.

Examples of measures to correct the effects of the sexual harassment include: restoration of leave taken because of the harassment; in consultation with Human Resources- expungement of negative evaluation(s) in the complainant's personnel file that arose from the harassment; reinstatement; apology by the harasser; monitoring of the employee's work environment to

ensure that s/he is not subjected to retaliation by the harasser or others in the work place because of the complaint; and correction of any other harm caused by the harassment (e.g., compensation for losses).

To balance the competing concerns, disciplinary measures should be proportional to the seriousness of the offense. If the harassment was minor, such as a small number of “off-color” remarks by an individual with no prior history of similar misconduct, then education/training and an oral warning might be all that is necessary. On the other hand, if the harassment was severe or persistent, then suspension or discharge may be appropriate, even for a first time offense.

The responsible administrator should consult with campus resources, such as Faculty and Staff Services/Employee Assistance Program or the Behavior Risk Management Team if considering recommending or mandating counseling. Referral to the Behavior Risk Management Team is particularly recommended for cases involving potential violence and/or possible alcohol/substance concerns.

Cooperation among administrators when respondent has dual status (e.g. respondent is both a student and an employee). If a person accused of sexual harassment has more than one status at the University, the relevant administrators must promptly discuss the matter, among themselves and with EOD, in order to determine appropriate sanctions and whether and when to pursue formal disciplinary action. They can agree that one administrator will handle the matter exclusively (e.g., the Dean of Students might take responsibility for pursuing action against a student/employee) or that each office will pursue action, if that is necessary for an appropriate response (e.g., the Dean of Students office might pursue charges against a graduate student, while the Office of the Dean of the employing department takes appropriate action against that student in the student’s role as a graduate assistant).

*Obligation to consider EOD findings and input when making determination of appropriate action.* The relevant administrator must take EOD’s finding (including both EOD’s summary of the information it gathered and its reasonable basis concluding) into account when making a determination of what action to take in response to an EOD reasonable-basis finding. The relevant administrator must also discuss EOD’s report with EOD and consider EOD’s input concerning appropriate corrective measures and sanctions.

*Obligation to inform EOD of response to EOD finding.* The relevant administrator should keep EOD informed of its response to EOD’s reasonable-basis finding, and should provide EOD with a report, in writing, of the actions that are taken.

*Consultation with General Counsel’s Office and/or University Human Resources.* The administrator who receives EOD’s finding may consult with the Office of General Counsel concerning legal issues and/or University Human Resources regarding the process for pursuing disciplinary action.

*Formal discipline.* Formal disciplinary action taken in response to alleged violations of this policy is ordinarily governed by the following procedures:

Faculty members: [III-29 Faculty Dispute Procedures](#) and that portion of those procedures dealing with faculty ethics (see [III-29.7](#)).

Staff members: [III-16 Ethics and Responsibilities for Staff](#) and the applicable discipline and/or grievance procedures (see [III-28 Conflict Management Resources for University Staff](#) and/or relevant collective bargaining agreement);

Graduate assistants, when dismissal is sought: procedure for dismissal of graduate assistants (see [III-12.4](#)).

Graduate assistants: when disciplinary action other than dismissal is taken by the Office of the Dean of the employing department, a graduate assistant may appeal through any existing contractual grievance procedures;

Students: [the Judicial Procedures for Allegations of Sexual Misconduct, this policy, the Code of Student Life, and the Policy on Sexual Misconduct Involving Students.](#)

*Notification of the alleged victim.* The administrator who reviews and takes action in response to a finding of the Office of Equal Opportunity and Diversity should keep the alleged victim informed of the procedural steps being followed and must inform the alleged victim when action has been taken. The administrator may seek the assistance of the Office of the Sexual Misconduct Response Coordinator in accomplishing these steps.

*Additional notification requirements in situations involving alleged harassment of students.* Federal law imposes additional notification requirements in cases involving allegations of any kind of nonconsensual sexual touching of a student.<sup>5</sup> In such cases, student victims and accused individuals must be informed of the final outcome of the institutional disciplinary proceeding, as permitted by federal privacy laws. This includes information about the sanction that was imposed. Release of this information cannot be conditioned on the individual's adherence or agreement to any confidentiality policy.

*Monitoring of compliance and additional sanctions.* The administrator must follow up with the respondent(s) at reasonable intervals to assess their compliance with any corrective actions taken. Additional sanctions, including separation from the University, may be imposed on an individual who fails to comply with corrective measures initially imposed.

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<sup>5</sup> These notification obligations are imposed by the Department of Education pursuant to its authority under the Clery Act, 20 U.S.C. § 1092; 34 C.F.R. §668.46(b)(11)(vi). The Clery Act applies to certain types of sex offenses, including incest, statutory rape, and any form of nonconsensual sexual touching.

**IV. Investigation and resolution of complaints against students** [[back to top](#)]

Allegations that a student has engaged in unwelcomed sexual behavior or sexual harassment will be handled through the Office of the Dean of Students, in consultation with the Office of the Sexual Misconduct Response Coordinator, in accordance with the Code of Student Life and the Policy on Sexual Misconduct Involving Students and related judicial procedures.

*Role of the Office of the Dean of Students.* The Office of the Dean of Students will investigate allegations against students and, where warranted, pursue disciplinary action, utilizing the rules and procedures set out in the Judicial Procedures for Allegations of Sexual Misconduct or the Code of Student Life.

*Role of the Office of the Sexual Misconduct Response Coordinator.*

The Sexual Misconduct Response Coordinator is available to advise complainants and alleged victims on the resolution of allegations against students.

At an alleged victim's request, the Office of the Sexual Misconduct Response Coordinator will assist the victim in address the situation without initiating formal disciplinary action against a student respondent. However, the University may initiate formal disciplinary action, even without the victim's consent, if circumstances warrant.

The Office of the Sexual Misconduct Response Coordinator and the Office of the Dean of Students must consult and work together to ensure an effective and coordinated institutional response to allegations against a student.

Cases in which an accused individual is both a student and an employee. If an accused student is also an employee of the University, including a graduate assistant, the Office of the Dean of Students will consult with the Office of Equal Opportunity and Diversity, the Office of the Sexual Misconduct Response Coordinator, and any appropriate administrator with the purpose of determining which office will take the lead in investigating and resolving the allegations. They can agree that one administrator will handle the matter exclusively (e.g., the Dean of Students might take responsibility for pursuing action against a student/employee) or that each office will pursue action, if that is necessary for an appropriate response (e.g., the Dean of Students office might pursue charges action against a graduate student, while the Office of the Dean of the employing department takes appropriate action against that student in the student's role as a graduate assistant). Ordinarily, the Office of the Dean of Students will take the lead if the accused individual's relationship with the University is primarily as a student.

V. **Complaints Against Third Parties Who are Not University Employees or Students**

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In some cases, allegations of unwelcomed sexual behavior or sexual harassment may be made against persons who are neither University employees nor University students. Examples include, but are not limited to, complaints against visitors to campus (e.g., patients or clients receiving services at the University), complaints against outside contractors or their employees, or complaints against supervisors of students engaged in off-campus educational activities (e.g., externships).

The University will make reasonable efforts to address sexual harassment by persons participating in University-related programs or activities, conducting business with the University, or visiting the University, even if such persons are not directly affiliated with the University.

*Role of academic and administrative officers in responding to allegations of sexual harassment by persons who are not University students or employees.* Academic and administrative officers who learn of allegations of sexual harassment by persons who are not University students or employees must report the allegations to central administration (see below) and provide certain basic information to the complainant, just as they would if the allegations were against a University employee or student.

*Mandatory reporting to central administration.*

If the alleged victim is a student, the AAO must promptly (within two business days) notify the Office of the Sexual Misconduct Response Coordinator (335-6200) of the allegations.

If the alleged victim is other than a student, the AAO may report the allegations to the Office of the Sexual Misconduct Response Coordinator or the Office of Equal Opportunity and Diversity.

Information to be provided to complainant. If there is a complainant (i.e., a person who reported the behavior), the AAO must also

- Inform the complainant that confidential certified victim advocacy services are available from the Rape Victim Advocacy Program (335-6000), and
- Refer the complainant to the Office of the Sexual Misconduct Response Coordinator for further advice and assistance.

## Complaints Against Third Parties

Academic and administrative officers must also cooperate with the Office of Equal Opportunity and Diversity and the Office of the Sexual Misconduct Response Coordinator in developing an appropriate response to the allegations.

*Addressing the allegations.* The Office of the Sexual Misconduct Response Coordinator and the Office of Equal Opportunity and Diversity will work with relevant academic and administrative officers and unit heads to address complaint of sexual harassment against persons who are not University employees or students.

Appropriate action will vary depending on the circumstances. For example, if a student in a field placement is being sexually harassed, the appropriate remedy could include removal of the student from the field placement and/or a cancellation of the field placement program. If a visitor to campus (e.g., a patient in a clinic; an employee of a contractor doing work on campus) is accused of engaging in sexual harassment, efforts to stop the harassment might include educating the visitor about the University's policy and/or ending the visitor's or contractor's relationship with the University.

The alleged victim's wishes should be given weight in determining how to respond to allegations of sexual harassment, but action can be taken to prevent or respond to harassment (e.g. by the field placement supervisor of a student who is being harassed at the placement site) even without the victim's request if circumstances warrant.

**TABLES**

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**TABLE 1**

**MAKING A COMPLAINT OR REPORT OF UNWELCOMED SEXUAL BEHAVIOR OR SEXUAL HARASSMENT**

	<b>Status of Alleged Victim</b>	
	<b>If Student</b>	<b>If Staff or Faculty</b>
<b>Report or complaint should be made to:</b>	UI Office of the Sexual Misconduct Response Coordinator (OSMRC)	UI Office of the Sexual Misconduct Response Coordinator (OSMRC) <b>or</b> Office of Equal Opportunity & Diversity (EOD) <b>or</b> Any academic or administrative officer (AAO) of the University

NOTE: If the alleged behavior involves violence and/or physical assault (including unwelcomed touching), individuals are encouraged to report the behavior to the appropriate law enforcement authorities in addition to reporting to the University. For behavior that occurs on campus, the appropriate law enforcement office is the UI Police Department. See page 29 of this document for contact information for the UI Police Department.

**TABLE 2**

**MANDATORY REPORTING OBLIGATIONS OF  
UNIVERSITY ACADEMIC AND ADMINISTRATIVE OFFICERS (AAO'S)  
WHO RECEIVE REPORTS OF SEXUAL HARASSMENT OR  
OBSERVE SEXUAL HARASSMENT**

	Status of Alleged Victim	
	If Student	If Staff or Faculty
	<p><b>Obligations of AAOs who learn of possible sexual harassment</b> (including allegations of unwelcomed sexual behavior)</p>	<ul style="list-style-type: none"> <li>• <b>Inform</b> the complainant/alleged victim of Rape Victim Advocacy Program's (RVAP) services, including certified victim advocates.</li> <li>• <b>Refer</b> the complainant/alleged victim to the Office of the Sexual Misconduct Response Coordinator (OSMRC).</li> <li>• <b>Notify</b> the Office of the Sexual Misconduct Response Coordinator (OSMRC) yourself <u>within two business days</u>.</li> </ul>

**TABLE 3**

**APPLICABLE PROCEDURES FOR RESOLVING COMPLAINTS  
OF SEXUAL HARASSMENT**

		<b>Status of Alleged Victim</b>		
<b>Status of Respondent</b>		<b>Student</b>	<b>Staff</b>	<b>Faculty</b>
	<b>Student</b>	Student Judicial Procedures	Student Judicial Procedures	Student Judicial Procedures
	<b>Staff</b>	Sexual Harassment Policy Procedures	Sexual Harassment Policy Procedures	Sexual Harassment Policy Procedures
	<b>Faculty</b>	Sexual Harassment Policy Procedures	Sexual Harassment Policy Procedures	Sexual Harassment Policy Procedures

\* Where a respondent has more than one status (e.g. a graduate assistant who is both a student and an employee), the University can choose to use either the general sexual harassment procedures or the student judicial procedures or both. However, in cases involving student respondents, the Dean of Students will provide the lead response while conferring with appropriate administrators.

**TABLE 4**

**OFFICES WITH PRIMARY RESPONSIBILITY FOR RESOLVING ALLEGATIONS OF UNWELCOMED SEXUAL BEHAVIOR OR SEXUAL HARASSMENT**

		<b>Status of Alleged Victim</b>		
		<b>Student</b>	<b>Staff</b>	<b>Faculty</b>
<b>Status of Respondent</b>	<b>Student</b>	Dean of Students	Dean of Students	Dean of Students
	<b>Staff</b>	EOD and/or Senior HR Representative	EOD and/or Senior HR Representative	EOD and/or Senior HR Rep. / Assoc. Dean
	<b>Faculty</b>	EOD and/or Senior HR Rep. / Assoc. Dean	EOD and/or Senior HR Rep. / Assoc. Dean	EOD and/or Senior HR Rep. / Assoc. Dean

## Appendix of Campus Resources

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### **Campus Public Safety Resources:**

#### **UI Police (Department of Public Safety)**

808 University Capitol Center (200 S. Capitol St.)

The UI Department of Public Safety consists of several divisions: Police, Investigations, Security Guards, Fire Safety and Crime Prevention. The primary focus of Public Safety is to provide as safe and secure of an environment as possible.

Office Hours: Monday through Friday, 9:00am-5:00pm  
Website: <http://police.uiowa.edu/>  
Tel. Emergency: 911  
Non-Emergencies: (319) 335-5022  
Email: [police@uiowa.edu](mailto:police@uiowa.edu)

### **Confidential Resources:**



= Your information will be kept confidential.



#### **Rape Victim Advocacy Program (RVAP)**

332 S. Linn St., Suite 100  
Iowa City, IA 52240

The Rape Victim Advocacy Program provides counseling, in-person advocacy, information and referrals to people who have experienced sex-related offenses and/or sexual harassment. Their services are free and confidential and the staff and advocates are certified sexual assault counselors. The role of the RVAP advocate is to provide information that individuals can use to make choices, and they accompany individuals to any criminal or institutional proceedings. Additionally, the counselors can assist you in addressing the impact of the assault and/or harassment and help to facilitate the healing process. RVAP also offers educational programs and training on sexual abuse and harassment to the University community.

Office Hours: Monday through Friday, 9:00am-5:00pm  
Website: <http://www.uiowa.edu/~rvap/>  
Tel. For help call: 319-335-6000 or 800-228-1625 (24 hrs.)  
Business line: 319-335-6001  
Email: [rvap@uiowa.edu](mailto:rvap@uiowa.edu)

### **Office of the Ombudsperson**

C100 Seashore Hall

The Office of the Ombudsperson offers informal dispute resolution for students, faculty and staff. Their mission is to see that all members of the University community are treated fairly. The office provides a confidential, safe place to discuss any concerns you might have about the University, its policies or procedures, and they will direct you to additional resources as needed.

Office Hours: Monday through Friday, 8:30am – 5:00pm

Website: <http://www.uiowa.edu/~ombud/>

Tel. 335-3608

Email: [ombudsperson@uiowa.edu](mailto:ombudsperson@uiowa.edu)

### **Faculty and Staff Services/ Employee Assistance Program (FSS/EAP) – for Faculty and Staff**

121 University Services Bldg., Ste. 50

Faculty and Staff Services (FSS) is a confidential, voluntary Employee Assistance Program offering services to University of Iowa faculty, staff and their dependents. Up to four free sessions are available with a licensed mental health professional for the purpose of assessment, referral, and short-term counseling. FSS partners with University of Iowa Behavioral Health to offer sessions in three convenient locations.

Office Hours: Monday through Friday, 8:00am – 5:00pm

Website: <http://www.uiowa.edu/hr/fsseap/index.html>

Tel. 319-335-2085

Email: [EAPhelp@uiowa.edu](mailto:EAPhelp@uiowa.edu)

### **University Counseling Services (UCS) - for Students**

3223 Westlawn

The University Counseling Service offers free, confidential counseling services to University of Iowa students. The UCS assists students with any personal, emotional, or academic issues that prevent the attainment of academic and personal goals. The UCS is staffed by licensed psychologists and psychologists-in-training.

Office Hours: Monday through Friday, 8:00am – 5:00pm

Website: <http://www.uiowa.edu/ucs/>

Tel. (319) 335-7294 during regular business hours  
For emergencies, call the Crisis Line at (319) 351-0140.

Email: [ucs@uiowa.edu](mailto:ucs@uiowa.edu)

## **Women's Resource and Action Center (WRAC)**

130 N. Madison St.

The Women's Center offers information, referral, advocacy, counseling, support group, a lending library, and educational programming services to all university and community members. The Center provides a confidential, safe place to discuss any concerns you might have about harassment, abuse, or discrimination. The Center will direct you to additional resources as needed.

Office Hours: Monday through Friday, 9:00am – 5:00pm  
Website: <http://www.uiowa.edu/~wrac/>  
Tel. (319) 335-1486  
Email: [wrac@uiowa.edu](mailto:wrac@uiowa.edu)

## **Other Campus Resources (Non-Confidential):**

### **Equal Opportunity and Diversity (EOD) Office**

202 Jessup Hall

The University of Iowa Office of Equal Opportunity and Diversity (EOD) investigates complaints of discrimination and harassment, including complaints filed under the University's [\*Policy on Sexual Harassment\*](#). Persons who believe they have been subjected to sexual harassment in violation of the policy may file a formal complaint with the Office of Equal Opportunity and Diversity or may request informal resolution of the matter by their local senior human resources leadership representative and/or associate dean for faculty (for matters involving faculty members) or by the Office of Equal Opportunity and Diversity.

The EOD Office, along with the Office of the Sexual Misconduct Response Coordinator, receives reports from Academic Administrative Officers under the policy that have observed or otherwise learned of allegations of sexual harassment or unwelcome sexual behavior by non-student employees of the University. EOD staff also consult with senior human resources leadership representatives and associate deans for faculty on the informal resolution of complaints and consult with the Office of the Sexual Misconduct Response Coordinator to ensure a coordinated and effective institutional response to complaints.

Office Hours: Monday through Friday, 8:00am – 12:00pm and 1:00 - 5:00pm  
Website: <http://www.uiowa.edu/~eod/>  
Tel. (319) 335-0705  
Email: [diversity@uiowa.edu](mailto:diversity@uiowa.edu)

## **Office of the Sexual Misconduct Response Coordinator (OSMRC)**

450 Van Allen Hall

The UI Office of the Sexual Misconduct Response Coordinator (OSMRC) assists students, staff, or faculty members initiate formal complaints under the [University's Policy on Sexual Misconduct Involving Students](#), or the [University's Policy on Sexual Harassment](#) and connects them with valuable resources, including certified victim advocates available through the [Rape Victim Advocacy Program](#). The OSMRC serves as the contact point for students making complaints about sexual misconduct, stalking, and/or domestic violence.

The UI Sexual Misconduct Response Coordinator assists with requests for academic accommodations, housing accommodations, protection against retaliation, no contact directives, and referrals to victim advocates, law enforcement, and medical resources.

Office Hours: Monday through Friday, 9:00am – 5:00pm  
Website: <http://www.uiowa.edu/homepage/safety/sexual-misconduct.html>  
Tel. (319) 335-6200  
Email: [osmrc@uiowa.edu](mailto:osmrc@uiowa.edu)

## **Dean of Students**

135 Iowa Memorial Union

In accordance with the *Code of Student Life* (<http://dos.uiowa.edu/code-of-student-life-2010-11-academic-year/>), the *Policy on Sexual Misconduct Involving Students* (<http://www.uiowa.edu/~our/opmanual/iv/02.htm>), and related judicial procedures, allegations that a student has engaged in unwelcomed sexual behavior or sexual harassment will be handled through the Office of the Dean of Students, in consultation with the Office of the Sexual Misconduct Response Coordinator. The Dean of Students (DOS) will investigate allegations against students and, where warranted, pursue disciplinary action utilizing the rules and procedures set out in the *Judicial Procedures for Allegations of Sexual Misconduct* (<http://dos.uiowa.edu/judicial-procedures-for-allegations-of-sexual-misconduct-2010-11-academic-year-version-3/>) or the *Code of Student Life* (<http://dos.uiowa.edu/judicial-procedure-for-alleged-violations-of-the-code-of-student-life>).

Office Hours: Monday through Friday, 8:00am – 5:00pm  
Website: <http://dos.uiowa.edu/>  
Tel. (319) 335-1162  
Fax (319) 335-0828  
Email: [dos@uiowa.edu](mailto:dos@uiowa.edu)

## **Human Resources- Organizational Effectiveness Behavior Risk Management Team**

121-50 University Services Building

The Behavior Risk Management Protocol is a planned, comprehensive, multidisciplinary response to workplace hostility and violence. The purpose is to ensure a safe and civil workplace for all UI employees by addressing any related individual or environmental issues that may contribute to hostility, violence or physical danger on the job.

The BRM team responds to incidents of violence, threats of violence, hostility and on-the-job intoxication by gathering information about the individual(s) involved, the circumstances surrounding the incident, and the workplace environment. BRM team members include staff from Faculty and Staff Services, Employee and Labor Relations, Faculty and Staff Disability Services, Public Safety, Student Counseling and Ombudsperson's Office.

Office Hours: Monday through Friday, 8:00am – 5:00pm  
Website: <http://www.uiowa.edu/hr/behavrisk/>  
Tel.: (319) 335-2085  
Email: [teresa-kulper@uiowa.edu](mailto:teresa-kulper@uiowa.edu)

## **Threat Assessment Team**

The University of Iowa established a Threat Assessment Team (TAT) to implement the Iowa Board of Regents' comprehensive safety and security policy that includes a charge to provide comprehensive threat assessment and management services. The TAT combines expertise in the areas of law enforcement, mental health, student services, organizational effectiveness, employment law and other legal issues. In order to promote a campus that is safe, the goal of TAT is to provide an integrated and coordinated process for identifying and responding to students, faculty, staff and other individuals who may be at risk of harming themselves or others.

Office Hours: Monday through Friday, 8:00am – 5:00pm  
Website: <http://www.uiowa.edu/hr/behavrisk/>  
Tel.: (319) 384-2787 or (319) 384-2955 (during normal business hours) or  
(319) 335-5022 (to UI Police if outside normal business hours)  
Email: [uitat@uiowa.edu](mailto:uitat@uiowa.edu)