SEXUAL HARASSMENT

The University of Tennessee, Knoxville, campus, university-wide administration, university athletics departments, Institute for Public Service, and Institute of Agriculture are committed to providing an environment free of sexual harassment. Sexual harassment by any member (faculty, staff, students, applicants) of the university community is a violation of federal and state laws and university policy. Sexual harassment will not be tolerated. Sexual harassment is an issue that may affect any member of the university community and will be dealt with promptly by the university administration.

Definition of Sexual Harassment

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program, or activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions (grades, academic progress, internship, etc.) affecting the individual; or
3. Such conduct substantially interferes with an individual’s work performance, academic performance, or creates an intimidating, hostile, or offensive work environment.

This is a summary of the University’s policies, which can be found at http://hr.utk.edu (HR 0280) and http://dos.utk.edu/hilltopics/

What To Do If You Are Sexually Harassed

1. Know your rights. Sexual harassment is illegal, and university policy prohibits university employees and students from engaging in sexual harassment.
2. Speak up at the time. Say “NO” clearly, firmly, and without smiling. This is not the time to be polite or vague.
3. Don’t blame yourself. Sexual harassment is an unwanted action that the harasser decides to take. It is not your fault.
4. Don’t delay. If you delay action, the harassment is likely to continue. An employee or student may obtain information and assistance by contacting the Office of Equity and Diversity, the dean of students, a department head or dean, or human resources.

Where To Go For Help

For more information, please contact

Office of Equity and Diversity (OED)
1840 Melrose Ave.
865-974-2498 (V/TTY)

or

Dean of Students
314 Student Services Building
865-974-3179

or

Human Resources
600 Henley Street, Suite 224
865-974-5151
THE UNIVERSITY OF TENNESSEE, KNOXVILLE
KNOXVILLE AREA UNITS
DISCRIMINATION COMPLAINT PROCEDURE

The University of Tennessee, Knoxville, welcomes and honors people of all races, creeds, cultures, and sexual orientations. The University values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. In keeping with those values, the policies of UT Knoxville and Knoxville Area Units expressly prohibit the following:

• discrimination against employees, students, or applicants for employment or admission, on the basis of race, color, religion, sex (including sexual harassment, sexual orientation, gender identity, marital status, parental status), national origin, age, disability, or protected veteran status;

• discrimination against other participants in educational programs and activities (which includes certain individuals who are not employees, students, or applicants for employment or admission) on the basis of race, color, national origin, sex, or disability; and

• retaliation against any person who in good faith reports a practice that he/she believes violates non-discrimination policies.

If you are an employee, student, applicant for employment, applicant for admission, or are otherwise a participant in a UT Knoxville program or activity, and you believe you have been discriminated against in violation of the policies outlined above, the process below is designed to help you resolve your complaint.

Where and when to file a complaint

Complaints of discrimination should be directed to the UT Knoxville Office of Equity and Diversity, 1840 Melrose Ave., Knoxville, Tennessee 37996-3560, Telephone (865) 974-2498, TDD available. Complaints must be in writing and filed within 300 days of the alleged discriminatory action. In certain circumstances, at the discretion of OED, complaints filed outside that time limit, or not submitted in writing, may be investigated.

1. Employees and students are encouraged to attempt to resolve a complaint through the administrative structure of the employment unit or academic department. OED will provide assistance to the complainant, employment unit, and/or academic department in order to resolve the complaint.

2. Complaints received directly by OED will be reported by the director (or the director’s designee) to the appropriate administrator(s), who will attempt to resolve the matter working in conjunction with OED. Confidentiality will be maintained to the extent possible.

3. If the complaint is not resolved through the methods described above, OED may use the following:

   a. Complaints should be submitted in writing to OED. The complaint must include (1) the name of the complainant, (2) an explanation of the action or conduct complained of, and (3) the person or department responsible for the action. The complainant should include the resolution sought by the complainant. The head of the responding unit or academic department and the party against whom the complaint has been lodged (respondent) will be notified of the complaint.

   b. OED will conduct an investigation, the nature and scope of which will be determined by OED on a case-by-case basis. The investigation may include any or all of the following, as well as such other action as OED deems appropriate: interviewing the complainant, interviewing the respondent, interviewing witnesses, submitting questions to or taking statements from parties or witnesses, reviewing documents, and/or setting up an investigative committee.

   c. If an investigative committee is deemed appropriate, the relevant chancellor/vice chancellor/vice president or the president (in the event that the complaint is made against a chancellor/vice chancellor/vice president) will be asked by OED to appoint the members of such a committee. OED may assist the appropriate administrator in appointing committee members.

   d. The investigative committee, or OED if there is no investigative committee, will make findings of fact and will determine whether sufficient evidences exist to support a charge of discrimination. Those findings, together with a statement outlining the basis for them, will be transmitted by OED to the appropriate administrator. A copy will also be available to the complainant.

   e. The appropriate administrator(s) will review the OED findings, make a determination, and notify the complainant in writing. Within 15 workdays after receipt of that decision, complainants who are in staff nonexempt positions may pursue a grievance under UT Personnel Policy and Procedure 640, contained in the UT Policy and Procedures Manual, if they are not satisfied with the determination.

   f. If the complainant is not satisfied with the determination and is not eligible to or has not elected to file a grievance, the complainant may appeal in writing within 15 workdays after receipt of the decision to the next higher administrative level. The decision on the appeal will be provided in writing to the complainant. Decisions by the chancellor/vice chancellor/vice president may be appealed to the president.

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