

HARASSMENT POLICY (PERSONAL)

1. Statement

Beloit College seeks to maintain the campus as a place of work and study for faculty, staff, and students that fosters an atmosphere conducive to the building of community and personal growth. Personal harassment of students or employees subverts this goal of the college and is against college policy.

2. Definition

Personal harassment (“Harassment”) is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law. Personal harassment includes any kind of nonverbal, verbal, or physical conduct involving either intimidation or promise of reward where:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement, or;
- b) submission to or rejection of such conduct by individual is used as the basis for employment decision or academic decisions affecting that individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or demeaning educational or employment environment.

Any retaliation against a person who reports alleged harassment, or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of harassment or knowingly provide false information pertaining to a harassment complaint.

An administrative investigation of assault, misconduct, or harassment does not itself constitute harassment.

3. Reporting Options

a. Students

Students who believe they have been the subject of harassment should notify one of the following persons: the director of residential life, assistant director of residential life, or one of the hall directors.

b. Faculty or Staff

Faculty or staff members who believe they have been the subject of harassment should notify the director of human resources or vice president for human resources and operations.

Individuals who feel threatened or have concerns about their safety because of harassment should call campus security. If you believe you are in immediate danger, contact the police.

4. Procedures

Individuals who believe they have been harassed by another member of the college community should follow the procedures stated below.

- a) Students – please see Student Handbook (available on the college website) for information on the Student Judicial System.
- b) Faculty or Staff

Jurisdiction:

Where current faculty, staff or students believe they have been the subject of personal harassment by a current Beloit College student, they should notify the Associate Dean of Students/Director of Residential Life, who will handle the matter under the student Judicial System. The Beloit College Personal Harassment Committee (“The Committee”) shall have jurisdiction over allegations of personal harassment against current faculty or staff members.

Personal Harassment Committee

The Personal Harassment committee will consist of two elected faculty members one administrative staff member appointed by the president, and one support staff member appointed by the president; staff appointments will be based on recommendations by the dean of students, vice president for human resources and operations, and the provost. The director of human resources will serve as an ex officio member. All members of the Committee will serve two-year staggered terms. A chair will be selected by and from within the committee. The Senior Associate Dean for Student Life will only serve in a chair capacity for Title IX student appeals cases. In the event of a conflict of interest, a committee member must withdraw and be replaced by the first runner-up from the elections or a designated alternate. An up-to-date list of committee members may be obtained from the human resources office, the provost, or a resident assistant.

c) Informal Complaints

Any current Beloit College faculty, staff or students who believes that they have been a victim of harassment by a current faculty or staff member may speak informally with a member of the Personal Harassment Committee. The Committee member who has been approached will offer preliminary consultation and may draw upon other support and counseling services to assist the complainant. Once an initial complaint has been filed, the Committee member may continue their investigation and resolution even if the complainant wishes to withdraw the complaint. With the consent of both parties, the committee member may attempt to mediate the complaint. If the complainant does not agree with the resolution of an information complaint, they have the opportunity to file a formal complaint. The Committee will keep records of informal complaints and their dispositions. Such records will remain confidential and will be maintained by the Secretary of the College.

d) Formal Complaints

Beloit College faculty, staff and students may file a formal complaint if they believe they have been the victim of harassment by a current faculty or staff member. This formal option may be initiated by the complainant’s identifying the person against whom the complaint is made and lodging a signed, written complaint. Once a formal complaint has been filed, the committee may continue its investigation and resolution even if the complainant wishes to withdraw the complaint.

A formal complaint may be filed with any member of the committee or with the director of human resources, the provost, one of the college’s vice presidents, dean of students, or president. A copy of the complaint will be circulated to each of the committee members as well as the vice president to whom the accused reports. The college may at any time take action necessary to protect the safety of the complainant or any other persons.

Upon receipt of the complaint, the committee will begin an investigation. The human resources

director will undertake the investigation, and present a report to the committee members. The committee will make its decision by gathering any further information it deems necessary, which might include meetings with the complainant, the accused, or the witnesses. At any time in this process, the complainant and the accused may be accompanied by an advisor from the college's current faculty, staff, or students; however, the advisor may not speak on behalf of either party. During the investigation, the committee will provide a copy of the complaint to the accused, and such other information as the committee deems appropriate, and notify them of their rights.

Once the investigation is concluded, the committee may:

- i. determine that no case of substance exists and decide to take no further action on the complaint;
- ii. attempt mediation or recommend mediation by an individual who is not a member of the committee;
- iii. develop a written recommendation for further action that will be forwarded to two vice presidents, one being the vice president to whom the accused reports. In the case of a complaint by or against a vice president, the committee's report will be forwarded to the president. In the case of a complaint by or against the president, the report will be sent to the chair of the board of trustees. Recommended actions may include but are not limited to an oral or written reprimand, a written warning, dismissal of a non-tenured employee, or a hearing for the termination for cause of a tenured faculty member.

Action on the Committee's recommendation will be taken by the individuals to whom the recommendation was forwarded. They will reach a decision and communicate it in writing to the accused, the complainant, and the chair of the committee. The complainant or accused may appeal the decision to the president, or, if the accused is the president, to the board of trustees.

During the committee's investigation, the accused has the following rights:

- a) to be informed in writing of the specific charges and a time to appear before the committee;
- b) to be informed of the rights here listed;
- c) to know the name of his or her accuser(s);
- d) to present and/or request relevant evidence on their own behalf;
- e) to make an oral statement.

At any point during its investigation the committee may consult with the college's legal counsel, who may not disclose any information received in confidence.

Records of formal complaints will be kept on behalf of the committee by the Secretary of the College. All such records shall remain confidential.

f) Confidentiality

Confidentiality will be maintained to the extent consistent with adequate investigation and appropriate corrective action. All parties will be advised of the need to maintain confidentiality regarding the information discussed.

g) Reporting

At the end of each academic year, the committee shall report the number of informal and formal complaints it received and their disposition.

Employees who seek advice or support services are encouraged to contact the College's Employee Assistance Program, Family Service Association of Southern Wisconsin and Northern Illinois at (608) 365-1244. Students may contact the campus student counselor located in the Health and Wellness Center, Porter Hall, ground floor. The College's counselor is employed by Beloit Physicians Hospital Organization, Beloit, Wisconsin. Discussions with individuals from these organizations will be confidential, however, as they are not Beloit College employees, no complaints will be lodged nor action taken as a result of the discussion.

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