

# **CAMPUS PROCEDURES REGARDING SEXUAL HARASSMENT AND OTHER FORMS OF DISCRIMINATION**

**(WVU at Parkersburg Answer Book #IV-21A July 1, 2008)**

These campus procedures are provided in keeping with West Virginia University at Parkersburg Board of Governors Policy A-44, regarding sexual harassment and other institutional requirements related to illegal discrimination.

All faculty, staff and students of West Virginia University at Parkersburg are expected to acquaint themselves with BOG Policy A-44, a copy of which is available in the WVU at Parkersburg Answer Book (#IV-21), Student Handbook, and available online. New employees, including adjunct faculty, will be provided a copy of Policy A-44 and these campus procedures, and asked to verify that they have read and understand them. Awareness training about sexual harassment and other forms of illegal discrimination will be provided periodically for WVU at Parkersburg students, faculty and staff. All faculty and staff are required to participate in this training at least every three (3) years.

At West Virginia University at Parkersburg, the Special Assistant to the President for Policy and Social Justice serves as the campus social justice representative. The campus social justice representative will receive all complaints of discrimination, including sexual harassment and coordinate with the West Virginia University President's Office for Social Justice on the investigation of such complaints.

Those in supervisory positions (including faculty, as supervisors of students) have a special responsibility to discourage sexual harassment as well as to implement and enforce the sexual harassment policy. Any faculty member, director, manager or supervisor having knowledge of a situation where sexual harassment or other discrimination is suspected or alleged, even if the nature or gravity of the alleged sexual harassment is not clear, should report the available information directly to the campus social justice representative (or to the Executive Officer for Social Justice at WVU) within 24 hours or the next working day.

- The names of the complainant and alleged harasser;
- Date(s) of incident(s);
- The nature of harassing actions; and
- The department(s) in which the parties are located.

In order to maintain appropriate confidentiality and to protect the integrity of an investigation, matters regarding alleged sexual harassment shall not be discussed with anyone other than the social justice representative. The social justice representative will assure that the appropriate administrator(s) are consulted and/or apprised as necessary. A director, manager, supervisor, or faculty member shall take no action on an alleged sexual harassment problem without prior consultation with the social justice representative except in situations that require immediate action.

Procedures for filing sexual harassment and other discrimination complaints are provided in WVU at Parkersburg Board of Governors Policy A-44 and in Answer Book #IV-3A. Contact information for the campus social justice representative and the Executive Officer for Social Justice is provided below:

Campus Social Justice Representative:

Debbie Richards  
Special Assistant to the President for  
Policy and Social Justice  
West Virginia University at Parkersburg  
300 Campus Drive  
Parkersburg, WV 26104  
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West Virginia University President's Office for Social Justice:

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Executive Officer for Social Justice  
West Virginia University  
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