



Title: #IV-21. Procedures Regarding Harassment and Discrimination Complaints

Date: December 1, 2017 (Updates version dated July 1, 2008 and replaces #IV-3A, Discrimination Complaint Procedures dated November 10, 2003)

These campus procedures are provided in keeping with West Virginia University at Parkersburg Board of Governors Policy [A-34](#), regarding nondiscrimination, Policy [A-44](#), *Sexual Misconduct and Other Forms of Discrimination and Harassment*, and other institutional, state, or federal guidance prohibiting harassment and discrimination.

All faculty, staff and students of West Virginia University at Parkersburg are expected to acquaint themselves with BOG Policies A-34 and A-44, available at www.wvup.edu/Board_of_Governors/policies.htm, and provided or referenced in student and employee handbooks. 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 regular and continuing employees are required to participate in this training annually.

At WVU Parkersburg, the Special Assistant to the President for Policy and Social Justice serves as the campus Social Justice Officer and Title IX Coordinator. The Social Justice Officer/Title IX Coordinator will receive all complaints of discrimination and harassment, and will oversee the investigation of such complaints.

Those in supervisory positions, including faculty or others who supervise students, have a responsibility to discourage harassment and discrimination, as well as to implement and enforce the institution's nondiscrimination policies. In accordance with [Policy B-62, Mandatory Reporters](#), any faculty member, director, manager or supervisor having knowledge of a situation where harassment or discrimination is suspected or alleged, even if the nature or gravity of the alleged harassment or discrimination is not clear, should report the available information directly to the SJO/Title IX Coordinator within 24 hours or the next working day:

Social Justice Officer/Title IX Coordinator:

Debbie Richards. Special Assistant to the President for
Policy and Social Justice, Room 1010
West Virginia University at Parkersburg
300 Campus Drive
Parkersburg, WV 26104
E-mail: Debbie.Richards@wvup.edu
Telephone: (304) 424-8201
FAX: (304) 424-8302

If the matter presents a verified conflict of interest for the SJO/Title IX Coordinator, or if the SJO/Title IX Coordinator is not available, the information should be reported to the Human Resources Director who serves as Deputy Title IX Coordinator for the Parkersburg campus or to the Jackson County Center Dean who serves as Deputy Title IX Coordinator for the Ripley campus. When necessary, on behalf of the SJO/Title IX Coordinator, the Deputy Title IX Coordinator will determine any immediate mitigating measures to be taken. In cases where a conflict of interest exists for the SJO/Title IX Coordinator, the Deputy Title IX Coordinator will also oversee the investigation of the matter.

Scott Poe, Director, Human Resources, Room 1008
West Virginia University at Parkersburg
300 Campus Drive
Parkersburg, WV 26104
E-mail: Scott.Poe@wvup.edu
Telephone: (304) 424-8212
FAX: (304) 424-8302

John Gorrell, Dean, Room 300A
Jackson County Center of WVU at Parkersburg
107 Academy Drive
Ripley, WV 25271
E-mail: John.Gorrell@wvup.edu
Telephone: (304) 372-6992
FAX: (304) 372-6948

Information to report, if known, without independent investigation:

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

In order to maintain appropriate confidentiality and to protect the integrity of an investigation, reporters shall **not** discuss the reported conduct with anyone other than the SJO/Title IX Coordinator. The SJO/Title IX Coordinator 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 harassment or discrimination problem without prior consultation with the SJO/Title IX Coordinator except in emergency situations that present a threat to safety and require immediate/temporary remedy.

Any director, manager, supervisor, or faculty member who receives an allegation of discrimination or harassment and neglects to report the information as described above or who interferes with the investigation of a discrimination/harassment complaint may be subject to disciplinary action.

Procedures for Filing Harassment/Discrimination Complaints

Information on how to file a harassment or discrimination complaint is provided at www.wvup.edu/about/social-justice/discrimination/.

Responsible Administrator: Special Assistant to the President, 304-424-8201