CS 07 UNIVERSITY OF PITTSBURGH PROCEDURE (formerly 07-01-03)

CATEGORY: PERSONNEL
SECTION: Recruitment
SUBJECT: Nondiscrimination and Anti-Harassment
EFFECTIVE DATE: October 19, 2018 Revised
PAGE (S): 3

I. SCOPE

This document establishes procedures pertaining to the University's prohibition against discrimination and harassment, as fully set forth in the University of Pittsburgh's Nondiscrimination Policy 07-01-03 and the University's Anti-Harassment Policy Statement. Excepted from the scope is the University's Sexual Misconduct Policy, for which the policy and procedure are set forth at 06-05-01.

II. NONDISCRIMINATION AND ANTI-HARASSMENT PROCEDURE

Any faculty, staff, or student who believes that he or she has been the victim of discrimination or harassment in violation of the University's Nondiscrimination Policy or Anti-Harassment Policy Statement should contact his or her department chair, dean, director, immediate supervisor, or one of the persons identified at the end of this document. Individuals have the right to raise issues of discrimination or harassment without fear of retaliation. Complaints may be handled by the person/office receiving the complaint or referred to another appropriate office within the University, except all complaints alleging such a violation by a Principal Investigator (PI) or Co-PI on a National Science Foundation (NSF) grant must be referred to the Office of for Institutional Engagement and Wellbeing for handling and that office's procedures for investigation will apply to those complaints.

All complaints, whether informal or formal, verbal or written, must be given serious, impartial and timely consideration. Not every act or expression that might be offensive to an individual or group will be considered a violation of the Nondiscrimination Policy or the Anti-Harassment Policy Statement. Whether a specific act is a violation of policy will be determined on a case-by-case basis, with due consideration for the protection of individual rights, freedom of speech and academic freedom. While every effort will be made to protect the privacy of all parties, confidentiality cannot be guaranteed.

If a matter is not resolved informally, a prompt investigation will be undertaken by the appropriate office. In addition to the complainant and the accused, appropriate administrative personnel will be notified of the findings of the investigation.

If the investigation concludes a violation of University policy has occurred, a chair, dean, director, supervisor or head of a responsibility center should initiate action within thirty (30) days of receiving the findings and recommendations of the investigating office. The complainant and the accused will be informed when action has been taken.

If an individual is found to have violated the University's non-discrimination policy and/or anti-harassment policy statement, prompt steps will be taken that are reasonably calculated to stop the discriminatory conduct or harassment and, depending on the seriousness of the violation, the violator may be subject to disciplinary sanctions, including but not limited to, oral or written warning, required education program, mandatory counseling, reprimand, suspension (with or without pay), reassignment of responsibilities, termination of employment or expulsion from the University. If it is found that the complaint is without reasonable foundation, the parties will be so informed and will also be informed that no further action is warranted. All parties will be advised that retaliation is prohibited against any person who makes a claim of discrimination or harassment or provides information in an investigation of discrimination or harassment. A record of the findings, recommendations, and the action taken must be kept in the unit that handled the complaint.

Once a complaint has been reviewed and/or investigated as noted above, the determination of the chair, dean, director, head of responsibility center or supervisor may be appealed by the complainant or the accused as described below.

III. APPEAL PROCEDURE

The findings of an investigation and the actions of a chair, dean, director, head of responsibility center or supervisor may be appealed within thirty (30) days. Appeals must be submitted in writing to the appropriate senior officer of the University, i.e., the Senior Vice Chancellor and Provost or Senior Vice Chancellor for the Health Sciences in complaints where a faculty member is the accused, the Senior Vice Chancellor for Business and Operations in complaints where a staff member is the accused, or the Vice Provost and Dean of Students where a student is the accused. The senior officer has thirty (30) days to respond to the appeal. Decisions of the senior officer are final.

Once a written appeal has been filed according to this procedure, the same appeal may not be filed through an alternative procedure within the University.

IV. FOR ADDITIONAL INFORMATION ON HOW TO PROCEED OR ON THIS PROCEDURE

PITTSBURGH CAMPUS

Faculty, Staff or Students

Office of for Institutional Engagement
and Well-being
Cathedral of Learning
412-648-7860

Graduate Students/Postdocs

Vice Provost for Graduate Studies
801 Cathedral of Learning
412-624-2137
412-624-2137

Faculty

Vice Provost for Faculty Affairs
826 Cathedral of Learning
412-624-5749

Students - Undergraduate

Student Conduct Officer
University of Pittsburgh
737 William Pitt Union
412-648-7910

Staff

Office of Human Resources
500 Craig Hall
412-648-1969

REGIONAL CAMPUSES

Bradford Campus
Christy L. Clark
300 Campus Drive
814-362-5121

Johnstown Campus

UPJ Outreach
248 Blackington Hall
814-269-7070

Titusville Campus

Director of Counseling/Student Development
Office of Student Affairs
Broadhurst Science Center
814-827-4474

Greensburg Campus
Faculty
Martha Koehler
129 Powers Hall
724-836-9993

Staff

Director of Human Resources
108 Lynch Hall
724-836-9902

Students

Assistant Dean Student Services
219 Chambers Hall
724-836-9954

V. FOR COUNSELING SERVICES

Faculty and Staff Assistance Program
504 Medical Arts Building
412-647-3327 or 800-647-3327

University Counseling Center
Nordenberg Hall Wellness Center
412-648-7930

VI. REFERENCES

Policy CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action (formerly 07-01-03)

Policy CS 20, Sexual Misconduct (formerly 06-05-01)

Notice of Non-Discrimination