

## **APPENDIX 16**

### **DEPARTMENT OF ECONOMICS Procedures for Handling Gender Sensitivity/Sexual Harassment Complaints**

It is the goal of the Department of Economics to provide a positive and productive environment within which all members of the department - students, staff and faculty - can work together in an informal atmosphere of trust and mutual respect. The following departmental and university procedures are meant to handle complaints involving either gender sensitivity or sexual harassment by any member of the department.

Before describing departmental procedures and resources, it should be pointed out that university procedures exist and can be used by any member of the university community at any time. These procedures involve the university's Affirmative Action Office, located in LSG 663 and directed by the University Affirmative Action officer. According to university policy,

Sexual harassment is unlawful and will not be tolerated at SUNY- Binghamton. Employees or students who feel that they have experienced this form of discrimination may file a complaint under the University's 'Grievance Procedure for Review of Allegations of Discrimination' with Valerie Hampton, Director of Affirmative Action, in LSG 663.

Further discussion of these procedures can be found in the University publication, *Sexual Harassment: Definition and Prevention - A Guide for Students, Faculty and Staff*.

A guiding principle of departmental procedures is that any member of the department experiencing a gender sensitivity or sexual harassment problem should feel free to discuss it with any member of the department in order to seek a prompt, equitable and informal resolution whenever possible. The department feels that it is important to bring such incidents to the attention of appropriate department staff or faculty so that the department can address such issues promptly and can attempt to reach an equitable resolution with full regard for confidentiality and discretion. The department will make every effort to work these problems out informally and to the mutual satisfaction of all parties involved.

Formally, these departmental procedures outlined below define three levels of involvement: department chair, department grievance committee and university procedures. In general, departmental procedures shall follow formal departmental grievance procedures, with the exception of the initial informal investigation phase by the department chair. All documents resulting from these procedures will be kept confidential subject to agreement by all individuals concerned.

Incidents reported to the department chair shall be investigated directly by the chair. After speaking with all individuals involved, the chair will attempt to resolve each incident to the satisfaction of all involved individuals. If the department chair can not resolve the incident in an informal manner, the incident can be referred to the formal departmental grievance procedures by any of the individuals involved in the incident.

Formal departmental grievance procedures are outlined in a separate document, and involve the department chair, the Advisory (Executive) Committee, the individual bringing the complaint, and additional appropriate student or staff representatives. The additional representatives shall include two appropriate (undergraduate or graduate) students in the case of a student complaint and one staff representative in the case of a staff complaint.

If the incident cannot be resolved at the department level to the satisfaction of all concerned, it can be referred to the university level by any of the individuals involved. Undergraduate student and administrative staff complaints should be referred to the Harpur College Dean's Office, while graduate student complaints should be referred to the Dean of the Graduate School.

Such incidents can also be referred by the department directly to the Affirmative Action Office. Furthermore, any individual involved also has the right to refer such incidents directly to the Affirmative Action Office at any time.