

## UNIVERSITY OF CINCINNATI DISCRIMINATION COMPLAINT PROCESS

### Filing a Complaint

Students and employees who believe they have been the victims of discrimination including sexual or other discriminatory harassment should promptly report the incident or behavior to one of the persons designated to receive such complaints.

- Complaint Against a Faculty Member: Each college dean must designate persons who receive complaints. The names of these persons are available in any college office or department.
- Complaint Against a Staff Member: Complaints against employees other than faculty must be reported to the Office of Equal Opportunity.
- Complaint Against a Student: Complaints against students are reported to the Department of Student Life Judicial Affairs Office, or to the person designated by the college Dean.

Anyone who is unsure where to file a complaint or who does not wish to file a complaint with the designated individual, may request information on alternative intake persons from any office listed in the attached policy statement. In addition, complaints may be reported to the University Ombuds Office for informal resolution, for information about University policy and procedures, and/or for referral to the appropriate intake office.

Persons designated to receive complaints will ask the complainant to detail the factual basis for the charge and to indicate what action is requested in order to resolve the complaint. If the matter can be resolved informally to the satisfaction of the complainant, an informal resolution will be attempted.

If investigation is necessary, the person receiving the complaint will contact the appropriate oversight officer. The Office of the Provost will oversee investigations of complaints against faculty members. The oversight officer assures that the investigation and resolution of complaints proceeds in consultation with the Office of General Counsel and in accordance with University guidelines and union contract requirements.

### Investigating a Complaint

Investigations will be initiated promptly upon receipt of a formal complaint and will be completed as soon as possible under the circumstances of a particular case.

Persons designated as investigators may initiate meetings with the complainant, the respondent, and other members of the university community who may have relevant information. The purpose of these meetings is to find the facts that either support or fail to support the complaint. Represented employees are entitled to union representation at any interviews that might lead to disciplinary charges.

### Reporting Findings of an Investigation

The investigator will promptly report all findings to the appropriate oversight officer.

- If the investigator and oversight officer conclude that the facts do not support the charge, the complainant will be notified. If the complainant is dissatisfied with this outcome, s/he will be advised of external agency procedures such as the EEOC and the OCRC. If appropriate, the respondent will be informed of any behavior patterns that support the complainant's perception of sexual harassment and will be encouraged to change those patterns.
- If the investigator and oversight officer conclude that the facts support disciplinary action, the appropriate Dean or administrative officer will be promptly notified.