

# DAEMEN COLLEGE

A World of Opportunity



## **Handbook for Part-time Faculty** **2019–2020**

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# Welcome

We are delighted to welcome you to our faculty and hope that your teaching experience at Daemen is rewarding and enjoyable.

We invite you to participate in the full life of our campus to the extent that you wish. Lectures, athletic events, and other cultural and educational events are typically free of charge. The Academic Festival, held annually in April, is a highlight of the campus calendar. We hope you will join us as an observer or as a faculty sponsor of a student presentation.

Please review this handbook carefully. It contains important information about Daemen's policies, expectations, and resources for faculty. If there are questions or concerns, you are encouraged to contact your Department Chair, your Divisional Dean, or the Senior Vice President for Academic Affairs.

Thank you.

*Michael Brogan*, Senior Vice President for Academic Affairs and Dean of the College  
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*Elizabeth Wright*, Dean of Health & Human Services  
ewright2@daemen.edu, Duns Scotus Hall 333, Telephone – 716.839.8442

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## Getting Started

### Office Space

Office space arrangements are made by your department. Please make yourself available to your students outside of class on a regular basis (1-2 hours for each course that you teach) each week.

### Campus Mail and Email

Your department will inform you of the location of your campus mailbox. All part-time faculty will be issued a Daemen email account (needed to obtain a faculty parking hangtag) and will be added to our faculty-announce listserv. Please check your campus mail (electronic and snail) on a regular basis for important messages. If you have taught in one of the past three semesters immediately preceding the present semester, your account will have remained active. If you did not teach in one of the past three semesters, you will need to contact the Office of Information Technology to reactivate your account. IT staff can be reached at 716.839.8430 or computing@daemen.edu.

A Text Alert/Email Notification System is used to notify the entire campus community of any incident or emergency condition that could endanger the campus community or disrupt daily activity. In order to get the most up-to-date information, please ensure that Employee Engagement has your cell phone number; if your number changes, be sure to notify Employee Engagement.

## Photo ID

A photo ID card should be obtained from Campus Safety in Wick Center. The card confirms your identity as a Daemen College employee and is required for checking out library materials. As the campus transitions to electronic locks, your Daemen ID card will also become essential to access buildings in which you may be teaching.

## Employee Parking

Any employee who wants to park on campus may do so after registering their vehicle. Employees are required to register their vehicle annually, in August, using the [Parking Permit Management System](#). The request form may also be found in the Facilities section of the left menu on my.daemen.edu. Employees are expected to display their hang-tag, which can be picked up at the Wick Student Center front desk, on their rearview mirror and must follow all of the driving and parking rules of the campus. Failure to do so could result in fines and/or loss of privileges. Employees may register multiple vehicles but will be issued only one tag. The cost to part-time faculty for parking on campus for 2019–2020 is \$15.

## Internet Access

Wi-Fi is available across campus. Public computers are also available at various locations on campus, including the Research and Information Commons (the “RIC”), the Business Building, and certain departmental labs. Users of College servers and computers are responsible for knowing and complying with our [Technology Acceptable Use Policy](#), posted on the Daemen College web page (see Technology Services) at <https://www.daemen.edu/about/policies-and-procedures/technology-acceptable-use-policy>.

## Classroom & Events Technology

For Immediate Assistance call: 716.839.8430

To ensure proper technology support for your class, please use the [Classroom Technology Request form](#). The request form may also be found in the Technology section of the left menu on my.daemen.edu. You must be logged in to MyDaemen to access this link. Should any questions arise with your request, CET will contact you after reviewing your submission.

## Campus Bookstore

The campus bookstore is located on the ground floor of Duns Scotus Hall by the entrance to the RIC (telephone 716.839.8263). Once you know the course(s) you will be teaching, please contact the bookstore with the following textbook information: author, title, ISBN, and whether the text will be required or recommended. Any supplies that will be used in a course (e.g., lab supplies, art supplies) should also be ordered so that we can make these items available to students. If you do not intend to use a textbook, please notify us so we are able to post the course as "no textbook required." If textbooks have already been ordered by your department and you would like this information, please contact our manager for order details. If you would like to offer textbooks that are rent-eligible, please visit our website at [www.rent-a-text.com](http://www.rent-a-text.com) for available titles.

The federal Higher Education Opportunity Act (HEOA) requires disclosure of textbook information when students are advance-registering for courses. Textbooks should therefore be ordered well in advance: for example, textbooks used in the Fall semester should ideally have been ordered by the preceding March, or as soon as you are assigned a course, so that students can see what textbooks are required as they are registering. The bookstore cannot order "complimentary" or "desk" copies. It is also our goal to provide the best used book and rental book options to our students. Please submit your orders to us as soon as possible so that we have time to buyback from our students as well as find copies at wholesalers.

Please feel free to contact us with any textbook-related questions at any time. It is important that we have information on each text and supply used in a course, as many students rely on book vouchers to purchase these items and are able to shop only at our store.

The bookstore offers a faculty discount—10% off textbooks, general reading, clothing, gifts and supplies. Please notify the cashier that you are faculty so that you may receive this discount.

## Campus Safety

**Campus Safety may be reached by dialing 716.839.8246 or 716.839.SAFE (7233)**

An Emergency Response Notifications card is posted by the door of all public rooms on the Daemen College campus, including classrooms. In the event of an emergency, follow the instructions pertinent to the nature of the emergency.

If the emergency is of a serious nature that requires police, rescue squad and/or ambulance, dial **911** immediately. In addition to calling 911, always call Campus Safety **afterwards**. Apprise Campus Safety of your precise location and the name of the individual(s) involved. Campus Safety will assist authorities in finding their way around campus. It is imperative that Campus Safety be alerted to any emergency. If calling 911 from a cell phone, your call will be answered by a Buffalo dispatcher. You **MUST** tell the dispatcher that you are calling from Amherst, New York. Your call will then be transferred. Do not hang up. Wait on the line; when you are transferred, it often sounds as if you have been disconnected. When you reach an Amherst dispatcher, give your exact location.

In the case of an on-the job injury, no matter how minor, report it at once to the Employee Engagement department and notify your department. Employee Engagement will assist you with completing your injury report and arrange for you to be treated at one of the local Pulse Occupational Medicine locations. Of course, if your injury is severe or life threatening, 911 should be the first contact, followed by Campus Safety.

Providing a safe campus environment for employees, students and visitors is a priority on our campus. The cooperation of every employee is necessary to make Daemen College a safe workplace. Safety is taken seriously and any willful or habitual violation of safety rules will be considered cause for discipline up to and including termination. Comprehensive information, including the College's Annual Security and Fire Safety Report (ASR) can be accessed at <http://www.daemen.edu/about/working-daemen/employee-safety>.

## Faculty Services at Daemen College Library

The library is located in the Research and Information Commons (RIC). The RIC provides a variety of quiet and talking-permitted spaces, including small-group study rooms, suitable for your individual use as well as conversations with students.

### Some Services in Support of Classroom Instruction:

- Full-text online electronic reserves.
- Text/Media Reserve: One-hour, two-hour, one-day, and three-day reserve.
- Information Literacy instruction available for finding quality information in all formats.
- Beginning and advanced library instruction.
- Research librarians available who possess the skills to help you function in an increasingly complex information environment.
- Ask us for assistance, we're here to help!

### For Research and Teaching

- Thousands of print and e-books.
- Hundreds of print and online serials.
- Fast and convenient interlibrary loan, with email delivery.
- Online scholarly databases including:
  - Favorites: JSTOR and ScienceDirect
  - General databases: ProQuest Research Periodicals, Academic Search
  - Specialized databases for all academic departments
  - Daily Newspapers
  - Health-related databases: CINAHL full-text, MEDLINE full-text.
- Request new materials for the library to purchase.
- Research assistance for faculty scholarship.

### Contact Us:

Melissa Peterson, Director, mpeters2@daemen.edu  
Randy Chojecki, Acquisitions, rchojeck@daemen.edu  
Kara McGuire, Circulation/ILL, kmcguire@daemen.edu  
Andrea Sullivan, Research and Instruction, asulliv1@daemen.edu  
Justin Dise, Archive and Instruction, jdise@daemen.edu  
Justine Kennelly, Evening Operations Librarian, jkennell@daemen.edu  
Call or Text: 716.839.8243

### **Library hours during the fall and spring semesters**

Monday-Thursday	7:00 am to 1:00 am
Friday	7:00 am to 11:00 pm
Saturday	9:00 am to 11:00 pm
Sunday	10:00 am to 1:00 am

## **Contract Information**

Part-time faculty members are responsible to conduct assigned classes in accordance with the standards established by the faculty in consultation with the Senior Vice President for Academic Affairs; to teach assigned classes as scheduled; and to determine at regular intervals the proficiency and accomplishments of their students. Any questions or problems should be brought to the attention of your department chair. Departments are organized into two divisions—Arts & Sciences and Health & Human Services—headed by Divisional Deans, who may also be of assistance to you. Your department’s Divisional Dean will issue your contract. If you have questions, you may contact the appropriate divisional office—Arts & Sciences at 716.839.8424 or Health & Human Services at 716.839.8442.

New employees must complete employment paperwork through the Employee Engagement office. New hire paperwork is distributed and completed electronically through HireForms. In addition, new faculty must provide original identification for the Form I9, in person, to a member of the Employee Engagement office during regular business hours. If you are unable to present your documents during normal business hours, an appointment may be scheduled, in advance, by contacting the Employee Engagement office at 716.839.8325. Contract payments will not be executed until all paperwork is complete and the Employee Engagement office has received a resume or curriculum vitae and transcript(s) verifying relevant degree conferrals.

Your first paycheck will be issued according to the date indicated on your contract and biweekly (on Fridays) thereafter. Paychecks will be distributed through campus mail unless you have indicated on your Personnel Data Record that your paycheck be mailed to your home address. However, direct deposit is available and encouraged. In the event of low class enrollment, the College reserves the right to cancel the class or modify remuneration to the faculty member. In the latter case, the faculty member may refuse the contract without prejudice.

Part-time appointments are planned and prepared on a per-semester basis, and successive part-time appointments are permissible. Appointments terminate automatically at the end of the specified contract term. There is no presumption that part-time contracts will be renewed.

An appointment may be terminated for cause at any time during the term of the contract for reasons including, but not limited to: consistently failing to meet responsibilities; willful dishonesty, including, but not limited to, theft, academic dishonesty, plagiarism or forgery; the actual or attempted use, sale, distribution, or possession of a controlled substance at any time; physical abuse or threat of abuse of another member of the College; a violation of the College's policy prohibiting harassment, including sexual harassment; the commission of an act which constitutes a crime under Federal or State law; for serious violations of professional ethics.

Appointments may also be terminated for reasons of financial exigency.

## During the Semester

### Attendance

Regular class attendance is expected of Daemen College students; consult your Department Chair regarding any specific departmental expectations. At the end of the first full week of classes, the Registrar will request that you report any students who are registered for your course but have not attended. Please return the requested information promptly—it is much easier to straighten out any registration errors early rather than later in the semester.

### Class Cancellation Procedures

In the event you need to cancel a class, please notify the office of Institutional Effectiveness at **716.839.7213**. A cancellation notice will be posted on the MyDaemen website, and your department chair will be notified.

Please note that the IE office is open 8:30 a.m. to 4:30 p.m. If you need to **cancel an 8:00 or 8:30 a.m. class**, or are calling after hours to cancel an **evening class**, please notify Campus Safety at 839-7233 **and** also leave a message at 839-7213, specifying you have already spoken with Campus Safety.

Please **DO NOT e-mail** your class cancellation information. If you have any questions, feel free to call the Academic Services Coordinator at 839-7213. The class cancellation procedures are also posted at [https://my.daemen.edu/faculty-staff/class\\_cancellation\\_procedures.php](https://my.daemen.edu/faculty-staff/class_cancellation_procedures.php)

#### Cancellation requests must include:

- Instructor's Name
- Course Number(s) & Section
- Time of Class(es)



- Instructions for students (check Blackboard, etc.)
- Reason for cancellation (for office use only)

## Student Success Center

The Student Success Center (SSC) houses the Office of Academic Advisement, the Learning Center, Disability Services, Arthur O. Eve HEOP, and Vision for Success. All offices of the SSC are located in the RIC, telephone 716.839.8228, with the exception of Arthur O. Eve HEOP (DS 118. (716.839.8249)

The Office of Academic Advisement provides assistance to students in need of academic guidance. A group of academic and student affairs professionals comprise our campus “CARE Team.” This team meets on a regular basis for identification of and intervention with students in apparent need of assistance: faculty referrals are requested. If you have concerns of any kind about a student in your class, we encourage you to consult with the advisors in the Advisement Office. The Learning Center provides free academic coaching (tutoring) to all students to help meet their needs and promote their success. The Disability Services office provides services for students with documented disabilities, including the administration of accommodated tests. Please refer to the Daemen College policy on Accommodation of Students with Disabilities and Guidelines for Faculty (located in the “Institutional Policies” section of this handbook), noting carefully your obligations in this regard. Our educational opportunity programs (Arthur O. Eve HEOP and Vision for Success) provide intensive support services for students enrolled in these programs. During the semester, you can expect program staff to reach out to you regarding student progress in your course and any recommendations you may have for your opportunity program students.

## Student Affairs

Student Affairs staff can be reached at 716.839.8200. If you have concerns about a student’s well-being or behavior, please do not hesitate to bring any concerns to our attention using the CARE report form found at [www.daemen.edu/concern](http://www.daemen.edu/concern). Additionally, counselors are available to assist students with their health and well-being through [Daemen’s CHIP \(Counseling, Health, Insurance, Prevention\) Center](#).

## Midterm Deficiency Grades

Midterm deficiency (C- and below) grades for undergraduates and final grades for all students are submitted electronically through the online Self Service system (see instructions immediately below). Please take special note of our UW and I grade options:

- The grade of UW (unauthorized withdrawal) should be given at mid-term to any student, graduate or undergraduate, who is not attending class but who has not officially withdrawn. Students may not resume attendance in classes for which UW grades have been assigned. A student may appeal your assignment of a UW grade by first consulting with you and thereafter petitioning the Committee on Academic Standards if the matter is not resolved at the student-instructor level.

- The I grade (Incomplete) *may be given when a course has been left incomplete with respect to specific assignments (which may include the final examination). An I grade will be assigned only in cases of illness or prolonged or repeated absences for reasons beyond the control of the student, and only if the student has a substantial equity in the course.* A student receiving an I grade has until the end of the subsequent semester to complete work in your course unless you set an earlier deadline. At the instructor's sole discretion, an Incomplete may be extended for an additional semester. As a part-time instructor, you may wish to either set earlier deadlines for clearance of Incomplete grades or to consult with your department chair on how a student would complete your course in the event you are not employed at Daemen during the following semester. Please be aware that there is no compensation made for working with students clearing Incomplete grades.

## Self Service

Our Registration System, "Self Service," may be accessed through MyDaemen on the left hand side of Daemen's website under Quick Tools.

1. Click on the FACULTY menu to access information for your:
  - a. Class roster – names of students enrolled in your class
  - b. Grading – for electronic submission of midterm deficiency grades and final grades
2. Click on the COURSE CATALOG menu to search for sections – courses offered, teaching schedules, etc.

## The Committee on Academic Standards (UG and Graduate)

The CAS reviews student academic standing and petitions of an academic nature, such as requests for late course withdrawals. Should a student request a letter from you supporting such a petition, please email your recommendation to the Committee Chair, Sabrina Fennell, Assistant Vice President for Student Success, at [sfennell@daemen.edu](mailto:sfennell@daemen.edu).

## Career Services

Career Services exists to provide students with the resources, career-readiness skills, experiential opportunities and support to prepare and empower students to achieve their career goals. Career Advisors are available to help develop an individualized career action plan (iCAP), link a college major with career or graduate school plans, create or refine resumes and cover letters and enhance interviewing skills with mock interviews. Students are also able to take personal assessments to help identify the best fit for their passion(s).

- Students are encouraged to participate in academic credit-bearing internships in WNY, in their home state or in an international setting. An additional option is to participate in a full semester in Washington, DC or Albany, NY.
- Internship sites include businesses, industries, government, health-related facilities, educational, non-profit and cultural organizations.

- Career Services offers **Career Field Experience 97 (CFE 97)**, which is a non-credit, FREE, prerequisite hybrid course designed to help students prepare their professional documents, learn job-seeking and interviewing skills and present themselves in a professional manner. This course is offered every semester and all students are encouraged to participate and register early in their college career. Students will receive a Certificate of Completion signed by the Vice President for Strategic Initiatives and the Director of Career Services, which is a great resume builder for professional development!

Career Services sponsors numerous career-readiness workshops throughout the year in collaboration with other departments. These include the annual **Career & Internship Expo** and monthly **Recruiters on Campus (ROC)** events, which provide students/alumni the opportunity to meet employers and organizations, explore internships and job openings.

- Career events, resources, and department contact information can be found on our website at [daemen.edu/career](http://daemen.edu/career)
- Job and internship opportunities can be found on **WildcatWorks** aka Handshake, a mobile-friendly platform for finding jobs, internships, notification of on-campus events and connecting directly with employers.

Visit our department located in the Wick Student Center, 2nd floor (in Students Affairs Suite). Our office is open when classes are in session Monday through Friday, 8:30 AM - 4:30 PM. Walk-ins are welcome and services available to all students and alumni.

## Faculty Lounge and Dining Facilities

Please feel free to use the Faculty Lounge (DS 351). Amenities include coffee, microwave, and refrigerator. The Wildcat Den in Wick Center is open Monday through Thursday (8:30 a.m.-8:00 p.m.) and Friday (8:30 a.m.- 4:00 p.m.) during the academic year. Light fare and a variety of coffees are available at the RIC café, 78 West. All-you-can-eat lunch, with a wide variety of choices, including salad bar, daily entrées and short-order grill, is also available at a discounted price to faculty and staff in the campus Dining Hall (2nd floor Wick Center). More information can be found at [daemen.edu/food](http://daemen.edu/food).

## Institutional Policies

### Tobacco-free Campus

As an employer and institution of higher learning, Daemen College is committed to providing a healthy and safe work and educational environment. Out of respect for employees, students, visitors and the surrounding community. Daemen maintains a 100% tobacco-free environment.

## Academic Freedom

Every faculty member is entitled to freedom of research and publication, and freedom of classroom discussion.

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole.

The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

Faculty members are citizens, members of a learned profession, and representatives of the College. When faculty members speak or write as citizens, they shall be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, faculty members should remember that the public may judge their profession and the College by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the College.

## Accommodation of Students with Disabilities: Guidelines for Faculty

Please observe the following guidelines in working with students with disabilities. If you have any questions about the College's disability policy or our responsibilities under the law, please speak with Therese Bass, Director of Disability Services, in the Student Success Center suite on the ground floor of the Research and Information Commons, (716.839.8583; email, [tbass@daemen.edu](mailto:tbass@daemen.edu)). In addition, Assistant Vice President for Student Success, Sabrina Fennell, serves as the College's 504/ADA compliance officer and is available for consultation. Sabrina Fennell can be reached at 716.839.8228 and is located in the Student Success Center, Research and Information Commons, Room 108.

- a. A student who is entitled to disability-related accommodations is furnished an Accommodation Form. The student is then responsible for notifying his or her professors, as needed, of accommodations for a particular class. The Accommodation Form lists all

accommodations the college has authorized in light of the disability. Common accommodations include extended time for examinations; a separate, distraction-reduced testing area; alternative testing formats; assistive technologies; and note taking services. The Disability Services Office in the Student Success Center is the primary provider of services to students with disabilities; proctoring of accommodated tests is one such service. A student with a disability will typically have established a working relationship with the Disability Services Office.

- b. An Accommodation Form constitutes formal recognition by Daemen College that the student possesses a disability under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act: the Accommodation Form lists the accommodations the College has authorized in light of the disability. As an employee of the College, therefore, you should not: (1) refuse to provide an authorized accommodation or (2) provide an accommodation not authorized by the College. You are encouraged to discuss with the student how an accommodation may be most appropriately implemented with a view to providing the accommodation in a mutually agreeable way. Should you have questions or concerns in this regard, please bring them to the attention of the Director of Disability Services.
- c. The student is to present his/her Accommodation Form when requesting an accommodation. Please do not honor requests for accommodation without verifying that the requested accommodation has been approved by the College. Please refer any student lacking documentation to the Director of Disability Services. The Accommodation Form bears her signature stamp; should you have any questions about the authenticity of a student's form, please contact Disability Services immediately.
- d. The Director of Disability Services is the primary service provider for students with disabilities. Academic Advisement staff may also become involved in advisement and/or referrals. If you need to refer a student for assistance and are unsure of the student's needs, you may refer the student to the Assistant Vice President for Student Success, Sabrina Fennell, for initial assessment. She may be contacted in the Student Success Center suite of the RIC, telephone 716.839.8228; or [sfennell@daemen.edu](mailto:sfennell@daemen.edu).
- e. Please be discreet regarding a student's disability and/or need for accommodation. Although it may be obvious to others that a student is never present in the classroom for examinations, for example, please do not unnecessarily call attention to the fact that a student is receiving accommodations or remark on a student's disability in the presence of others. Disability-related conversation should take place privately.
- f. For additional information, the College's policy and procedure on the accommodation of students with disabilities may be viewed on the [College's website](#).

## Grade Appeal Procedure

1. A student with questions or complaints about an assigned final course grade shall first discuss the matter with the course instructor within 30 days of the posting of the grade. In the event of the serious illness or absence from Western New York (or other instructional

site vicinity) of either the student or the faculty member, an extension may be granted by the appropriate Divisional Dean. The instructor is expected to provide an appropriate explanation of the student's grade and, if the student's appeal is meritorious, to be willing to change the grade.

2. If the student's concerns remain unresolved following discussion with the instructor, the student may appeal in writing to the chair of the department in which the grade was given. This written appeal must be made within 15 days of the instructor's determination in Step 1 above. All supporting documentation must be submitted at this time, with the written appeal. The department chair shall review the student's appeal and consult with the course instructor. The department chair may support the instructor's evaluation or may recommend to the instructor that the grade be changed. (If the department chair is the course instructor whose grade is under appeal, the divisional dean shall handle the appeal at this stage.) It will be the responsibility of the student to demonstrate that the grade should be changed.
3. Should the complaint still remain unresolved, the student's appeal shall be forwarded to an ad hoc grade appeal committee comprising: all full-time faculty within the department, including the department chair and, if fewer than three full-time faculty, members of the Departmental Personnel Advisory Committee (see Faculty Handbook section V. C. for composition of a DPAC), the dean of the division in which the department is housed, unless the grade under appeal has been given by said dean (or the dean is a member of the departmental faculty as described above), in which event the dean of the other division shall serve; and two faculty members from the Committee on Academic Standards - one to be chosen by the student and one by the course instructor. If the grade under appeal is given by a part-time faculty member, he or she will also be invited to join the committee.

Formal minutes will be taken of the meeting. The first committee meeting will be called by the department chair. If the grade under appeal has been given by the department chair, the first meeting will be called by the division dean. The committee shall convene within two weeks of receiving the written appeal.

Members who are unable to be physically present may participate electronically. At the discretion of the divisional dean, a member with extenuating circumstances may be excused from participation and/or allowed to furnish his/her input in advance of the meeting. In cases where fewer than three departmental faculty are in attendance, the dean may appoint faculty from the same division to serve.

This committee shall examine all pertinent documentation, may interview the student and the course instructor, in person or electronically, or consult with any other parties it may deem appropriate. The divisional dean shall act in a non-voting, advisory capacity with regard to observance of all pertinent College policies and procedures. The ad hoc grade appeal committee shall render its written decision to the student and faculty member within 7 days. The committee may recommend that the instructor change the grade; if the instructor refuses, s/he shall provide a written explanation to the committee within seven days. In the event of extenuating circumstances, this deadline may be extended at the discretion of the divisional dean. Should the committee find the instructor's explanation

unpersuasive, it will recommend to the department chair that the grade be changed. If, following consultation with the instructor, the instructor still refuses to change the grade, the department chair shall have authority to change the grade notwithstanding the objection of the instructor. (If the instructor is the department chair, the divisional dean shall handle the chair's duties here described.)

Grade appeal procedure for Interdisciplinary (IND) courses: The "department chair" shall be either the chair of the department in which the instructor is housed, if applicable, or the Core Director, at the discretion of the department chair (if applicable). Departmental faculty members of the ad hoc grade appeal committee shall be appointed by the Educational Policy Committee; both divisional deans shall serve; and two members of the Committee on Academic Standards shall be selected as per point 3 above.

## Family Educational Rights And Privacy Act (FERPA)

A complete statement of the College's policy on compliance with FERPA may be found online in the Daemen College Student Handbook. Highlights of this policy are: No person shall have access to, nor will the institution disclose, any information from a student's education records without the written consent of the student, except to the student and to certain other parties as specifically named in the College's FERPA policy. **Note:** Academic information (including grades) may not be disclosed to a student's parents without the specific written consent of the student. The Registrar maintains records of such consent. Students have the right to inspect and review information contained in their educational records. Inquiries regarding the FERPA policy should be directed to the Registrar.

## Non-discrimination, Equal Opportunity, and Affirmative Action Policy

Daemen College is committed to compliance with its obligations under Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, the Age Discrimination in Employment Act, Executive Orders, the New York State Human Rights Law, and other applicable antidiscrimination laws. It is the policy of Daemen College to provide all students, applicants and employees an equal access to all programs and facilities without regard to sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law. Furthermore, the College will not discriminate against any individual with respect to the application of College policies, or the criteria for the successful completion of any course or program on the basis of sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law. Every person in the Daemen College community is required to be familiar with and act in accordance with this policy. This includes administrators, faculty, staff, students, contractors, and

vendors. All violations of this policy will be addressed and, where appropriate, discipline will be administered. Any person or entity found in willful violation of this nondiscrimination policy shall be subject to termination, expulsion, or contract termination as appropriate.

The College President has assigned day-to-day responsibilities for the implementation and administration of this policy to the College's Equal Opportunity and Affirmative Action Officer, and the 504/ADA Coordinator. Any questions concerning this policy and any complaints of discrimination should be communicated to the EO/AA officer or the 504/ADA coordinator, respectively. Assistant Vice President for Student Success, Sabrina Fennell, serves as the College's 504/ADA compliance officer and is available at 716.839.8228 and is located in the Student Success Center, Research and Information Commons.

Daemen College is also committed to affirmative action and has developed its Affirmative Action Program (AAP) to include those elements contained in Executive Orders 11246 and 11375 and outlined in the Office of Federal Contract Compliance Revised Order Number 4, and to provide guidance and assurance for full implementation of our EEO Policy.

The College recognizes its duty to continue to provide equal employment opportunity to all qualified persons, and reaffirms its commitment that there shall be no discrimination against applicants or employees because of sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law, in matters of employment, upgrading, promotion, transfer, layoff, termination, rates of pay, selection for training, recruitment, and recruitment advertising.

Any employee found to have acted in violation of our policy shall be subject to appropriate disciplinary action, which may include discharge. In the AAP, the College has a commitment to identify and analyze all areas of employment and to achieve compliance with the mandates of the applicable Executive Orders. Areas identified for special attention will be assigned to appropriate personnel and specific instructions for affirmative action, including specific goals, will be formulated.

The following will be the rules under which the EEO Policy and AAP are implemented and operated:

1. The College will recruit, hire, and promote employees without regard to sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law.
2. The College will base decisions on employment so as to further the principle of equal employment opportunity.



3. The College will insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. The College will ensure that all other personnel actions such as compensation, benefits, transfers, promotions, sabbaticals, leaves of absences, layoffs, return from layoff, terminations, College sponsored training, education, social and recreational programs, will be administered without regard to sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex- offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law.
5. The College's Equal Opportunity and Affirmative Action Officer is charged with direct responsibility to monitor all equal employment opportunity activity throughout the College and the responsibility for assuring attainment of the College's stated objective of full compliance with the policy of nondiscrimination in employment.
6. The College's Equal Opportunity and Affirmative Action Officer will monitor the AAP and will report periodically to the President the effectiveness of the program. Such reports will include recommendations for necessary action to insure attainment of the College's EEO objectives. The President will take any necessary action upon receiving those reports.
7. All Deans and Department Chairs will have the responsibility of assuring full compliance with the provisions of the College's EEO Policy and AAP.

The intent of the above policy also applies to the recruitment, employment and advancement of qualified individuals with disabilities, qualified veterans with disabilities, and other covered veterans.

## Accommodation of Employees with Disabilities

**Purpose.** Daemen College complies with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and applicable state and local laws providing for nondiscrimination against individuals with disabilities. This policy applies to hiring of employees and all terms and conditions of employment. Daemen College provides reasonable accommodations for qualified individuals with disabilities so that they may enjoy all the privileges of employment. In this connection, Daemen College has established an accommodation assessment procedure for evaluation of a requested accommodation in accordance with legal guidelines.

**Definition of Terms.** For the purpose of this policy, terms such as disability, essential function, reasonable accommodation, qualified individual, shall be defined pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act, and applicable state and local laws providing for nondiscrimination against individuals with disabilities.

**Policy.** It is Daemen College's policy to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the hiring process and that qualified individuals with disabilities are treated in a nondiscriminatory manner with respect to all terms and conditions of employment.
2. Keep all medically related information confidential in accordance with the requirements of Section 504 and the ADA.
3. Provide qualified applicants and employees with disabilities with reasonable accommodation.
4. Notify individuals with disabilities that the College provides reasonable accommodations to qualified individuals with disabilities by including this policy in employment handbooks.

**Procedure for Requesting an Accommodation.** If an employee of the College anticipates a need for an accommodation, the request for accommodation should be brought to the attention of the relevant supervisor as soon as possible. Where the disability is not obvious, the employee shall provide current evidence of the disability and the limitations that require accommodation. Guidelines for documentation of disabilities are posted on the College's website at [www.daemen.edu/about/policies-and-procedures/academic-policies-and-procedures/disability-documentation-guidelines](http://www.daemen.edu/about/policies-and-procedures/academic-policies-and-procedures/disability-documentation-guidelines). The supervisor will forward this request to the College's Equal Opportunity and Affirmative Action (EOAA) Officer. The EOAA Officer will discuss with the employee, the supervisor, and/or other relevant individuals, as needed, the functional limitations resulting from the disability and the reasonable accommodations to be made. An accommodation will not be authorized if it would fundamentally alter the nature of the employee's job or create an undue hardship for the College.

An applicant for a job with the College may disclose a disability and the need for reasonable accommodations during the hiring process. This request will be forwarded to the EOAA Officer for evaluation.

If an employee is not satisfied with the determination made by the College with respect to the request for accommodation, the employee may file a grievance pursuant to the College's Grievance Procedure in Discrimination Cases, a copy of which may be found in this Handbook (see pages 24-25). Should any problem arise in securing an approved accommodation, the employee should bring the problem to the immediate attention of the EOAA officer, who will assist in resolving the matter. In addition, any member of the College Community with questions or concerns about the College's disability policy and procedures should contact the EOAA officer (DS 115, 716.839.7699).

Requests for accommodations will remain confidential to the extent practicable and medical information will be maintained separately from personnel and academic records.

# Policy Prohibiting Unlawful Harassment Including Sexual Harassment

- A. Purpose.** Daemen College is committed to offering educational and employment opportunity based on ability and performance in a climate free of discrimination. Discrimination is prohibited at this institution not only because it is unlawful, but because it is wrong. Please refer to the College's Policy on Nondiscrimination, Equal Opportunity, and Affirmative Action for a comprehensive statement of the College's commitment in this regard. Among the forms of discrimination prohibited by the College is unlawful harassment, including sexual harassment, by employees as discussed in this policy. In addition, the College will endeavor to protect students and employees, to the extent possible, from reported harassment at the College and in the workplace by students, vendors, or other non-employees, and when appropriate, will take steps to prevent College employees from harassing non-employees.
- B. Definition of Terms.** For the purpose of this policy terms such as sexual harassment, discrimination, and retaliation are defined pursuant to the applicable state and federal law.
- C. Sexual Harassment.** It is the policy of Daemen College not to discriminate on the basis of sex, including sexual harassment, in its educational programs, activities or employment policies as required by Title IX, Education Amendments of 1972, Equal Employment Opportunity Commission regulations, and other applicable antidiscrimination laws.

Sex discrimination in the form of harassment on the basis of sex includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status; or b) submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individuals; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or educational environment. Daemen College will take all steps necessary to prevent such discrimination and effectively address incidents of unlawful harassment, including the imposition of appropriate sanctions.

As examples, the following kinds of conduct, or others with a similar harassing effect, are absolutely prohibited if such conduct falls within the definition stated above:

1. Abusing an employee or student through insulting or degrading sexual remarks, jokes, innuendos, or other sexually oriented conduct (including, among other things, graphic or descriptive comments relating to an individual's body or physical appearance, sexually oriented teasing or pranks, improper suggestions, objects or pictures, or unwanted physical contact); or

2. Threats, demands or suggestions that an employee's or student's status depends in any way upon tolerating or accepting sexual advances or sexually oriented conduct.
3. Sexual violence, defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's age, use of drugs or alcohol, or intellectual or other disability.

Any harassment of Daemen College employees, students, or applicants, or third parties (such as participants in College sponsored events) in violation of these rules is absolutely prohibited and will not be tolerated. Interim protective measures may be made while a complaint is investigated. Both complainant and alleged offender shall be treated equitably throughout the investigation.

Conduct that occurs off campus, including but not limited to that perpetrated electronically, by social networking or email, is also subject to investigation and an appropriate response under the Policy to the extent that such conduct contributes to a sexually hostile environment on campus.

Sexual harassment is illegal under both state and federal law. Inquiries regarding compliance with Title IX should be directed to Laurie Walsh, the College's Title IX Coordinator, at 716.839.8562. Questions regarding all other state and federal discrimination laws may be directed to the College's Equal Opportunity and Affirmative Action Officer (DS 115, 716.839.7699).

**D. Other Unlawful Harassment.** Unlawful harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of his or her sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law, or that of his or her relatives, friends, or associates, and which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

As examples, the following kinds of conduct, or others with similar harassing effect, are absolutely prohibited if such conduct falls within the definition stated above:

1. Abusing an employee or student through epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts (even if claimed to be "jokes" or "pranks") which relate to sex, sexual orientation, gender, race, color, creed, religion, veteran

or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law; and

2. Written or graphic material which denigrates or shows hostility or aversion toward an individual or group because of sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law, and is displayed or circulated (including electronically) in the workplace or educational environment.

Any harassment of Daemen College employees, students or applicants in violation of these rules is absolutely prohibited and will not be tolerated.

- E. Retaliation.** Retaliation against employees, students, third parties (such as participants in College sponsored events) or applicants for exercising their rights under this policy is also strictly prohibited and will not be tolerated. This includes retaliation against employees, students, third parties (such as participants in College sponsored events) or applicants for inquiring about their rights, or for making an honest complaint of a violation or possible violation, or for truthfully assisting in a complaint investigation. Claims of retaliation should be reported to the College's Equal Opportunity and Affirmative Action Officer (DS 115, 716.839.7699) or Laurie Walsh, the College's Title IX Coordinator, at 716.839.8562.
- F. No One Has Authority to Violate This Policy.** Under no circumstances does any faculty member, administrator, trustee, other employee, or student of the College or any other person, including vendors and subcontractors, have any authority whatsoever to engage in discriminatory, harassing, or retaliating conduct in violation of this policy. If anyone claims to have such authority, or if an employee, student, third party (such as participants in College sponsored events) or applicant has a question about whether objectionable conduct is authorized by the College, College's Equal Opportunity and Affirmative Action Officer (DS 115, 716.839.7699) or Laurie Walsh, the College's Title IX Coordinator, should be contacted.
- G. Academic Freedom.** As an institution of higher education, Daemen College, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No college can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Daemen College does guarantee, however, that credible accusations of inappropriate remarks or conduct that may violate the College policy prohibiting discrimination and harassment will be investigated promptly, thoroughly, and fairly.

**H. Procedures.** Employees, students, and applicants are encouraged to promptly report any conduct that they believe violates this policy. If the College does not know about the conduct, it cannot act. Complaints or inquiries should be made confidentially to the College's Equal Opportunity and Affirmative Action Officer (DS 115, 716.839.7699); or Laurie Walsh, the College's Title IX Coordinator, at 716.839.8562. In the case of student-on-student conduct, complaints or inquiries should be made confidentially to the Dean of Students or designee (Wick Center, 716.839.8519) for investigation and adjudication under the Student Conduct (Disciplinary) Procedures outlined in the Student Handbook. The Dean of Students or designee will report any allegations of Title IX violation to the Title IX Coordinator. Alternatively, an individual may initially discuss the matter with any other employee of the College, or involve any other person to help in bringing the complaint forward, provided the complaint is promptly brought to the attention of the Title IX Coordinator or Dean of Students, to ensure consistency and centralized decision-making in the application of this policy. Complaints may also be made anonymously through U.S. or campus mail to: Title IX Coordinator, Daemen College, 4380 Main Street, Amherst, New York, 14226.

Discrimination and harassment complaints will be handled pursuant to the Grievance Procedure in Discrimination and Harassment Cases or Student Conduct (Disciplinary) Procedures as applicable. Ordinarily, the Dean of Students or designee will investigate complaints of student-on-student harassment and the EO/AA Officer will investigate any complaints involving employees. Complainants will be encouraged to express their wishes for resolution of the matter.

Complainants of sexual violence shall be entitled to necessary interim actions to protect them. When complainant and alleged violator are both members of the campus community, interim measures will be taken to ensure safety and equitability during the investigation. Both the complainant and the alleged perpetrator shall have equal opportunity to present relevant evidence and to appeal determinations as provided for in the above policies. Both the complainant and the alleged perpetrator will receive in writing the outcome of the investigation.

Complaints and inquiries will be kept confidential to the extent practicable and consistent with the need to conduct an adequate investigation. Reasonable steps will be taken to honor a party's request regarding confidentiality and/or pursuit of investigation, but such requests must also be evaluated in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all persons and/or to warn the College community of possible danger. The College will inform the parties if confidentiality cannot be ensured.

Any employee or student who is found to have violated this policy will be subjected to appropriate disciplinary measures up to and including termination or expulsion.

Individuals with complaints of discriminatory harassment may also have the right to file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education. An employee may also have the right to file a charge with the United States Equal Employment Opportunity Commission ("EEOC"), the Office of Civil Rights ("OCR"), or the New York Division of Human Rights ("SDHR"). A charge should be filed with the EEOC within 300 days of the most recent date that the unlawful

conduct occurred, or if filed with the OCR, within 180 days, or if filed with the SDHR, within one (1) year.

Reporting to the College is critical, however, because if the College does not know about the conduct, it cannot act.

No one should allow conduct that may violate this Policy to continue unreported. It is extremely important that this be reported so that the College can act to stop such conduct at the earliest possible time.

Daemen College provides training for employees on recognizing and preventing unlawful harassment, including sexual harassment: all employees are expected to participate in such training.

## Drug-free Workplace

It is the policy of Daemen College that the unlawful manufacture, distribution, possession, sale or use of controlled substances by an employee of the College is strictly prohibited and that anyone found in violation of this policy will be subject to disciplinary action up to and including termination. In order to comply with the requirement that the College, as a U.S. Government contractor, provide a drug-free workplace, the following is directed:

1. That any employee of the College who will be employed pursuant to any U.S. Government contract or grant will be advised of this policy and be required to attend the College's drug free awareness program. At a minimum, this program will inform employees of:
  - a. The dangers of drug abuse in the workplace;
  - b. The College's policy of maintaining a drug free workplace;
  - c. The availability of drug counseling rehabilitation and employee assistance program; and
  - d. That an employee who violates the above policy will be subject to immediate termination.
2. That any employee convicted of a controlled-substance-related violation in the workplace, including pleas of no contest, must inform the Director of Employee Engagement within five (5) days of this conviction or plea. Moreover, any employee who is so convicted shall be subject to disciplinary action up to and including termination.
3. That each employee who is employed pursuant to a Government contract or grant shall be given a copy of the Employee Notification of Daemen College's Policy on a Drug Free Workplace and that a signed copy of the notification form shall be maintained in the employee's personnel file.
4. It is the responsibility of all employees of Daemen College to use their best efforts to continue to maintain a drug free workplace.
5. It is a condition of your employment with Daemen College that you abide by the above policy.

# Grievance Procedure in Discrimination and Harassment Cases

## **Policy:**

It is the policy of Daemen College, in accordance with federal and state laws including, but not limited to, Title IX of the Education Amendments of 1972, the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act and the New York State Human Rights Law, not to discriminate on the basis of sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law against any person with respect to employment, admission to the College, or in participation in any College program or activity. Also in accordance with these laws, it is the policy of the College to prohibit harassment of any student, employee or applicant on the basis of the statuses outlined above. All complaints alleging a violation of this policy will be investigated and appropriate remedies will be instituted.

## **Responsibility:**

Every person in the College community is responsible for compliance with this policy. The Equal Opportunity and Affirmative Action Officer has been given day- to-day responsibility for implementing this policy.

## **Grievances:**

All grievances or complaints alleging a violation of the College's nondiscrimination policy and policy prohibiting unlawful harassment should be submitted to the Equal Opportunity and Affirmative Action (EOAA) Officer (DS 115, 716.839.7699). The EOAA Officer will also inform the Title IX Coordinator of any grievance that may constitute a violation of Title IX. Grievance forms are available in the office of the EOAA Officer, but any form or format may be used provided it is identified as a grievance. A grievance should contain a statement of the facts identifying the violation and as much supporting documentation as possible. Upon request, assistance in preparing the grievance will be supplied by the EOAA Officer. Those filing a grievance should also express their view of a possible resolution to the problem. A grievance should be filed as soon as possible after the alleged discrimination has occurred (usually within 30 days). A delay in filing a grievance may impact the ability of the College to investigate and resolve the grievance.

## **Grievance Processing:**

Step 1. The EOAA Officer will attempt to resolve the matter as simply and as quickly as possible by informally meeting with the relevant persons in an effort to reach an acceptable agreement. If the complaint involves an alleged sexual assault, the matter will immediately proceed to Step 2 below; no informal mediation will be undertaken.

Cases of alleged sexual assault in which both the complainant and respondent are students will follow the procedures outlined in the Student Code of Conduct

Step 2. Unless an acceptable resolution is reached in Step 1, the grievant may request that the matter be referred to the appropriate Cabinet member (Vice President for Academic Affairs (VPAA)



in the case of a faculty grievant) for a more formal investigation. Such request may be made at any time, but not later than ten (10) days after notification that the Step 1 procedure is completed. Within thirty (30) days thereafter, the Cabinet member or VPAA or his/her designated representative (Grievance Officer) will conduct an investigation with respect to the grievance. (Should the grievance be against either the EOAA Officer or the Cabinet member, the grievant should notify the Director of Human Resources who will arrange for another Grievance Officer to be appointed.) Efforts will be made to complete the investigation within 45 days after Step 2 is initiated.

During the investigation, the grievant shall have the right to present evidence and witnesses. The Grievance Officer will also examine other relevant evidence and witnesses, including professionals where appropriate. The Grievance Officer shall render a written decision on the grievance applying a preponderance of the evidence standard. A copy of the decision will be provided to the Grievant and accused party(ies). Either party may seek review by the College President of all or part of the Grievance Officer's decision by filing an appeal with the Office of the President within 10 days after the decision is rendered. The President in conjunction with legal counsel for the College will review the decision to determine whether it is supported by substantial evidence and that the College substantially complied with applicable procedures. The President's decision will be rendered within 30 days of filing the appeal. The President may affirm the decision, modify the decision, or return the matter for further investigation.

Should the President be the accused party, the appeal will be made to the Executive Committee of the Board of Trustees, which will review and rule upon the Grievance Officer's decision.

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