

UNT | DALLAS

Discrimination and Harassment Complaint Procedures

Step 1: Filing a Complaint

- 1.1. Complaints must be received in writing and submitted to the Equal Opportunity Coordinator.
- 1.2. Complaints should be promptly filed after the alleged objectionable behavior occurred. All complaints shall be filed within 30 days following the alleged act(s). Any complaints filed after this deadline will be reviewed to determine whether circumstances prevented filing a complaint within 30 days and whether an investigation is warranted.
- 1.3. The written complaint must include the complainant's name, signature, a brief written description of the alleged discriminatory act(s), and the name of the person(s) who allegedly is/are responsible for such acts.

Step 2: Reviewing the Complaint

- 2.1. The Equal Opportunity Coordinator or his/her designee will meet with the complainant and determine if the written and oral description of the alleged act(s) warrant further investigation.
- 2.2. If it is determined that no potential violation of university policy has occurred, the Equal Opportunity Coordinator will notify the complainant in writing.

Step 3: Investigating the Complaint

- 3.1. If the Equal Opportunity Coordinator determines that the complaint may involve a violation of university policy, the complainant and respondent will be notified that an investigation will be conducted.
- 3.2. After both complainant and respondent have been notified of a pending investigation, other appropriate individuals will be notified and the investigation will begin.
- 3.3. The investigation will be conducted by the Equal Opportunity Coordinator or his/her designee.
- 3.4. The investigative process shall include:
 - 3.4.1 Meeting with the respondent to review the complaint, explain the procedures, caution against retaliation, request the respondent to provide an oral or written response within five business days, and inform the respondent that the review will proceed with or without his/her response;
 - 3.4.2 Receiving, clarifying and evaluating the respondent's response to the complaint; and
 - 3.4.3 Interviewing any persons with specific knowledge of the alleged incident(s) and review relevant policies, procedures, files, documents and records.
- 3.5. The Equal Opportunity Coordinator or his/her designee shall prepare a letter that describes the findings of the investigation.

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- 3.6. The findings shall be sent to the respondent, the claimant, the Director of Human Resources, the supervisor and others as deemed appropriate.

Step 4: Sanctions

- 4.1. If there has been a violation of university policy, the Equal Opportunity Coordinator shall make recommendations that are designed to prevent further policy violations to the appropriate supervisor.
- 4.2. The appropriate supervisor will issue a written notification of sanctions with a copy to the Director of Human Resources and the Equal Opportunity Coordinator.
- 4.3. Details of any sanctions will not be shared with the complainant.

Step 5: Appeal Procedures

- 5.1. Only the respondent may appeal the findings and any sanctions. The appeal must be in writing to the supervisor or appropriate department head within 10 working days of receipt of the determination letter. The appeal must clearly state the grounds of the appeal.
- 5.2. The supervisor's or department chair's immediate superior will review the appeal and will make a final decision regarding the complaint.