

Appendix 4.10

Office of Fair Practices

Tracking/Reporting Requirements

Student complaints that are directed to the Fair Practices Office are logged into an electronic tracking system for processing and monitoring. Once entered, they are given to the appropriate Discrimination Response Team to provide a coordinated multi-disciplinary response to acts of discrimination related to the following policies: Non-discrimination Prohibiting Discrimination on the Basis of Race, Color, Religion, Age, National Origin, Sex and Disability (06-01.00), Sexual or Gender Orientation Prohibiting Discrimination on the Basis of Sexual Orientation or Gender Identity or Expression (06-01-05), and/or Sexual Misconduct Policy on Sexual Misconduct (06-01.60). Review of the complaint follows the procedures documented in the specific policy.

a) Complaints related to *Prohibiting Discrimination on the Basis of Race, Color, Religion, Age, National Origin, Sex and Disability Policy* and the *Prohibiting Discrimination on the Basis of Sexual Orientation or Gender Identity policy* are submitted to the Fair Practices Officer for entry into the tracking system used by the office, and distribution to appropriate entities as documented in the policies. Once the review is complete, all resolutions and/or penalties are entered into the tracking system.

The Fair Practice Officer is charged with collecting, monitoring and identifying patterns, trends, or upsurges in the types of complaints submitted on a quarterly basis. The results of this review are shared with the Core Discrimination Response team consisting of the following:

- Fair Practice Officer
- Assistant Fair Practice Officer
- Deputy ADA Coordinator
- Deputy Title IX Coordinator

The Core Discrimination Response Team is charged with developing action-oriented steps to address any identified patterns.

b) Complaints related to the Sexual Misconduct Policy are submitted to the Title IX Coordinator to entry into the Advocate Title IX module, and distribution to appropriate entities as documented in the policy. Once the review is complete, all resolutions and/or penalties are entered into the Advocate Title IX module.

The Title IX Coordinator is charged with collecting, monitoring and identifying patterns, trends, or upsurges in the types of complaints submitted on a quarterly basis. This information is shared “on an as needed basis” with the Title IX Response Team to develop action-oriented steps to address any identified patterns. The Title IX Response Team consists of the following:

- Title IX Coordinator
- Deputy Title IX Coordinators
- Director of Student Conduct
- Director of Housing & Residence Life
- University Counsel
- Chief of Police

Associate Vice President for Student Affairs
Deputy Director of Athletics
Coordinator of Sexual Assault Services
Associate Vice President of Human Resources
Associate Vice President in Academic Affairs