



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Discrimination, Harassment, and Affirmative Action	<b>Policy Number</b>	165
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	June 22, 2017
<b>Subsection</b>	Individual Rights	<b>Effective Date</b>	June 22, 2017
<b>Responsible Office</b>	Human Resources, Academic Affairs, Student Affairs, Office of the President		

### 1.0 PURPOSE

1.1 Utah Valley University is committed to maintaining a respectful and safe environment for its students, faculty, staff, and visitors. This policy defines and prohibits all forms of unlawful discrimination, harassment, and retaliation. Sexual misconduct is addressed separately and exclusively in UVU Policy 162 *Sexual Misconduct*. This policy establishes expectations for university community members and campus visitors; details how to report a violation of this policy; and outlines investigation, disciplinary, and due process procedures for addressing reported violations of this policy. This policy applies to all persons employed by or affiliated with Utah Valley University in any way and persons participating in any university program, service, or activity, including but not limited to trustees, administrators, faculty, staff, students, independent contractors, volunteers, and guests or visitors to a university campus or any property owned or leased by the University.

### 2.0 REFERENCES

- 2.1 *Americans with Disabilities Act (ADA)* (as amended)
- 2.2 Title VII of the *Civil Rights Act of 1964* (Title VII)
- 2.3 Title IV of the *Higher Education Amendments Act of 1972* (Title IV)
- 2.4 Title VI of the *Higher Education Amendments Act of 1972* (Title VI)
- 2.5 *Rehabilitation Act of 1973*, Section 504
- 2.6 Utah Code § 63G-2 *Government Records Access and Management Act (GRAMA)*
- 2.7 Utah State Board of Regents' Policy R256 *Student Disciplinary Processes*
- 2.8 UVU Policy 161 *Freedom of Speech*
- 2.9 UVU Policy 162 *Sexual Misconduct*



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2.10 UVU Policy 361 *Leave of Absence*

2.11 UVU Policy 541 *Student Rights and Responsibilities Code*

2.12 UVU Policy 601 *Classroom Instruction and Management*

### 3.0 DEFINITIONS

**3.1 Complainant, victim, or alleged victim:** An individual who has allegedly experienced discrimination, harassment, or retaliation in violation of university policy. The University may also be a complainant. Use of these terms does not imply that a finding of discrimination, harassment, or retaliation is assumed or made before an investigation has been completed.

**3.2 Discrimination:** For purposes of this policy, negative or adverse conduct towards university employees or students in the terms or conditions of employment; university admission or education; access to university programs, services, or activities; or other university benefits or services on the basis of inclusion or perceived inclusion (in the case of disability, sexual orientation, gender identity, or gender expression) in one or more of the protected classes that has the effect of denying or limiting participation in university employment or in a university program or activity.

**3.3 EO/AA Director:** Director of Equal Opportunity and Affirmative Action.

**3.4 Harassment:** For purposes of this policy, any unwelcome verbal, physical, written, electronic, or non-verbal conduct (whether directly, indirectly, or through a third party) based on that person's inclusion in one or more protected classes that is sufficiently severe, persistent, or pervasive to alter the conditions of employment of an employee or to limit, interfere with, or deny educational benefits or opportunities of a student, from both a subjective and objective viewpoint based on a totality of the circumstances, including but not limited to the frequency and severity of the conduct, whether the conduct was physically threatening or humiliating, the effect of the conduct on the individual's mental or emotional state, whether the conduct was directed at more than one person, whether the conduct arose in the context of other discriminatory conduct, and whether the speech or conduct deserves the protections of academic freedom or the First Amendment.

**3.5 OEO/AA:** Office for Equal Opportunity and Affirmative Action.

**3.6 Party:** Complainant or respondent.

**3.7 Preponderance of the evidence:** The evidentiary standard used during a discrimination, harassment, retaliation investigation/review to determine if the allegations occurred and if a university policy violation has occurred. Preponderance of evidence means it is more likely than not, or more than 50 percent in favor, that the misconduct occurred as alleged.



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**3.8 Protected classes:** Race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law.

**3.9 Respondent:** The individual against whom an alleged complaint of discrimination, harassment, or retaliation in violation of university policy has been made. Use of these terms does not imply that a finding of discrimination, harassment, or retaliation is assumed or made before an investigation has been completed.

**3.10 Retaliation:** Intimidation, threats of reprisal, harassment, or other materially adverse actions, or threats of such materially adverse actions, made by or against persons employed by, attending, or affiliated with the University in any way or participating in any university program or activity, against anyone who in good faith opposes discrimination or harassment; reports or files a complaint of discrimination or harassment; honestly participates or assists in a university-related investigation, hearing, or other proceeding relating to discrimination or harassment; or otherwise asserts rights protected by Title VII or other applicable laws. Any action designed to prevent or discourage someone from reporting a protected class harassment or discrimination concern may also be retaliation.

**3.11 Sexual misconduct:** Sexual misconduct includes but is not limited to acts of, or failed attempts of, dating and relationship violence; domestic violence; discrimination based on sex, pregnancy, pregnancy-related conditions, sexual orientation, gender identity, or gender expression; hostile environment based on sex, pregnancy, pregnancy-related conditions, sexual orientation, gender identity, or gender expression (including intimidation and hazing/bullying); sexual harassment; sexual assault (including non-consensual sexual contact or non-consensual sexual intercourse); sexual exploitation (including engaging in sexual trafficking); and stalking as defined by state and federal law. (See UVU Policy 162 *Sexual Misconduct*.)

### 4.0 POLICY

#### 4.1 Scope of Policy

**4.1.1** This policy applies to all persons employed by or affiliated with Utah Valley University in any way and persons participating in any university program or activity, including but not limited to trustees, administrators, faculty, staff, students, independent contractors, volunteers, , and guests or visitors to a university campus or any property owned or leased by the University (sometimes referred to as “third parties”). To the extent that any other university policies address protected class discrimination, harassment, or retaliation that is not sexual misconduct, this policy takes precedence and controls. Policy 162 *Sexual Misconduct* separately and exclusively addresses sexual misconduct, as defined in Policy 162 and section 3.11 of this policy.



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**4.1.2** The President of the University shall appoint a Director of Equal Opportunity and Affirmative Action (EO/AA Director). The EO/AA Director oversees the Office for Equal Opportunity and Affirmative Action (OEO/AA) and also serves as the Title IX Coordinator to provide training and education about discrimination and harassment to the university community. The EO/AA Director or designee is responsible for overseeing the receipt and investigation of reports and complaints of discrimination, harassment, and retaliation in accordance with this policy and applicable laws.

### **4.2 Policy Statement**

**4.2.1** The University prohibits all forms of protected class discrimination, harassment, and retaliation that violate Title VII of the *Civil Rights Act of 1964* (Title VII), Title IV of the *Higher Education Amendments Act of 1972* (Title IV), Title VI of the *Higher Education Amendments Act of 1972* (Title VI), or related applicable laws. The University shall respond promptly and effectively to reports of protected class discrimination, harassment, and retaliation and shall take appropriate action to stop and prevent the recurrence of such conduct on the complainant and/or the university community.

**4.2.2** The University affirmatively endeavors to provide equal opportunity consistent with applicable law in all recruitment, admissions, and employment-related activities, procedures, and decisions. Administrators, faculty, or staff exercising recruitment, admissions, or employment-related management responsibilities are required to take vigorous and appropriate action to ensure that all university practices and decisions for which they are responsible are made without prohibited discrimination, harassment, or retaliation.

**4.2.3** All employment-related practices and decisions shall be instituted and administered in a fair and equitable manner, using only legally valid, job-related criteria and standards, including but not limited to experience, training, education, skills, and potential for successful job performance.

**4.2.4** The University endeavors to provide reasonable accommodations and to ensure equal access to qualified university job applicants, employees, or students with disabilities, to those with sincerely held religious beliefs, and to those who are pregnant or who have pregnancy-related conditions, who are requesting accommodations, unless doing so would create an undue hardship on the University and/or compromise legitimate academic or technical standards, course objectives, or educational goals. The University also complies with applicable law in providing military leave and other exceptions to qualifying employees and students.

**4.2.5** Nothing in the policy shall be construed in a manner that impinges on the rights or privileges of individuals protected by the US Constitution, including their protected free speech rights, as set forth in UVU Policy 161 *Freedom of Speech*.



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**4.2.6** Nothing in this policy shall be interpreted to alter the status of employees who are otherwise at will.

**4.2.7** In applying this UVU Policy 165 to students, the University shall comply with Utah State Board of Regents' Policy R256 *Student Disciplinary Processes*, which sets forth minimum standards of due process for student disciplinary processes related to nonacademic matters that may result in either expulsion or a minimum 10-day suspension.

### **4.3 Prohibited Conduct**

**4.3.1** Violations of this policy include acts of protected class discrimination, harassment, and retaliation within the meaning of Title VII, Title IV, Title VI, or related applicable laws.

**4.3.2** The University shall respond promptly and effectively to reports of protected class discrimination, harassment, and retaliation and shall take appropriate action to stop and prevent the recurrence of such conduct on the complainant and/or the university community.

**4.3.3** The University shall take steps to prevent retaliation and shall take strong, responsive action to threats or acts of retaliation.

**4.3.4** Individuals who, in bad faith, deliberately make false or malicious accusations of violation of this policy shall be subject to disciplinary action, up to and including termination of employment and/or expulsion from the University. A finding of no violation by the investigator(s) does not in itself constitute proof of a false or malicious accusation.

**4.3.5** The University may discipline any person who is found to have violated this policy, up to and including termination of employment and/or expulsion from the University.

### **4.4 Investigations and Disciplinary Proceedings**

**4.4.1** The University shall provide prompt, fair, and impartial investigations and disciplinary proceedings. During these proceedings, both the complainant and the respondent shall be provided equitable rights and opportunities, as outlined in these procedures.

**4.4.2** The University is committed to ensuring that its resolution process is free from actual or perceived bias or conflicts of interest that would materially impact the outcome. University officials who are designated to conduct and/or participate in discrimination, harassment, or retaliation investigations or proceedings shall be trained on how to conduct these investigations or proceedings in a manner free from bias or intimidation. Officials shall also be trained to recognize and acknowledge any potential conflict of interest. Any party who believes there is bias or conflict of interest may submit a written request to remove the person from the process to the EO/AA Director or to the Associate Vice President of Human Resources. The written request should include the specific rationale as to why the requestor believes the bias or conflict could materially impact the outcome.



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**4.4.3** Employees and students shall promptly participate in good faith in formal or informal internal administrative investigations related to this policy. If either party fails to participate in good faith, the investigator(s) may make findings without the response of that party, potentially leading to an unfavorable outcome for that party.

### 5.0 PROCEDURES

**5.1.1** All protected class discrimination, harassment, and retaliation complaints, other than sexual misconduct complaints (which are addressed in Policy 162 *Sexual Misconduct*), are subject to the procedures set forth in this policy. Unless the alleged misconduct also violates additional university policies, other university policies and procedures do not apply to protected class discrimination, harassment, and retaliation reports, processes, and proceedings. All misconduct not involving protected class discrimination, harassment, and retaliation shall be addressed through the procedures found in the respective student, faculty, and staff university policies.

**5.1.2** Reports of protected class discrimination, harassment, or retaliation made after the fact are governed by the policy in place at the time of the alleged misconduct. However, procedures applicable are those in place at the time of the resolution.

### **5.2 Requesting Disability, Religious, and/or Pregnancy Accommodations, or Military Service or Leave Exceptions**

**5.2.1** Job applicants or employees with qualifying disabilities who are seeking accommodations to help them perform the essential functions of their jobs should contact the Accommodations Coordinator in Human Resources. Supervisors (employees who supervise staff, administrators, or faculty) who receive disability accommodation requests from university employees must promptly report such requests to the Accommodations Coordinator in Human Resources. Students shall make requests for disability accommodations related to academics or other university services (except employment) through the Accessibility Services Office.

**5.2.2** Employees who are seeking accommodations due to their sincerely held religious beliefs should contact the Accommodations Coordinator in Human Resources. Supervisors who receive religious accommodation requests from university employees must promptly report such requests to the Accommodations Coordinator in Human Resources, who shall manage the accommodations process with the employee. Students who are seeking accommodations due to their sincerely held religious beliefs should contact their professor(s) and follow the procedures in Policy 601 *Classroom Instruction and Management*, including but not limited to consulting with the EO/AA Director before the professor denies an accommodation. If students believe a religious accommodation request has been wrongfully denied, they may contact the OEO/AA for assistance.

**5.2.3** Employees who are seeking accommodations due to pregnancy and/or pregnancy-related conditions should contact the Accommodations Coordinator in Human Resources. Supervisors



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who receive pregnancy and/or pregnancy-related accommodation requests from university employees must promptly report such requests to the Accommodations Coordinator in Human Resources. Students who are seeking accommodations due to pregnancy and/or pregnancy-related conditions should contact Accessibility Services, which shall gather any necessary medical documentation. If accommodations for disability are not warranted, students shall be referred to the OEO/AA for a determination of appropriate accommodations, including options to withdraw if that is the student's preference.

**5.2.4** Employees who are seeking military service or leave requests should contact Benefits in Human Resources. Supervisors who receive military service or leave requests must promptly report such requests to Benefits in Human Resources. Students who are seeking military service or leave requests should contact the UVU Veteran Success Center and/or the OEO/AA for assistance. Employees who believe a veteran leave request has been wrongfully denied may contact the OEO/AA for assistance.

### **5.3 Affirmative Action Program**

**5.3.1** The EO/AA Director, in coordination with Human Resources, has the responsibility to write, implement, monitor, and update the University's affirmative action program in compliance with law and shall provide an annual program report of these activities to President's Council.

### **5.4 Reporting an Incident of Protected Class Discrimination, Harassment, or Retaliation**

**5.4.1** University community members are responsible for knowing the information and procedures in this policy. University community members who believe they have been subjected to protected class discrimination, harassment, or retaliation, or who witness such conduct against other university community members, shall promptly report such issues to the EO/AA Director).

**5.4.2** The EO/AA Director, who oversees all protected class discrimination, harassment, and retaliation investigations, may be reached in the Office of Equal Opportunity and Affirmative Action, 800 West University Parkway, Browning Administration Building, Suite 203, Orem, Utah, 84058, phone (801) 863-7590. Reports may be filed in person, through email, or via the equal opportunity website at <https://www.uvu.edu/equalopportunity/>

**5.4.3** Individuals may also submit reports, including anonymous reports, through EthicsPoint, the University's 24-hour hotline provider, by calling (877) 228-5401 or by submitting information online at <https://secure.ethicspoint.com/domain/media/en/gui/23421/index.html>

**5.4.4** Supervisors who receive a complaint of any kind of protected class discrimination, harassment, or retaliation, or who otherwise witness or become aware of such conduct, must promptly report such issues to the EO/AA Director within 24 hours of the incident or learning of the incident.



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### 5.5 Support Persons/Advisors

**5.5.1** As required by Utah State Board of Regents' Policy R256 *Student Disciplinary Processes*, in matters of nonacademic misconduct, including when students are respondents in protected class discrimination, harassment, or retaliation complaints, and where the University believes in good faith, based on facts known by the University at the time or when additional facts are discovered later, that the matter may result in expulsion or a minimum 10-day suspension, the following additional protections will apply. Students may waive any rights described in this section. This section does not apply to UVU Police Department law enforcement activities.

1) Prior to interviewing the student, the investigator or representative of the OEO/AA shall notify the student of the allegations made against him or her and of the student's right to have a support person/advisor throughout the process who may be, but need not be, an attorney. This notice may be verbal and may be given immediately before a student is interviewed in regards to the issue described in the notice. If a student wishes to seek counsel from a support person/advisor, the University shall reschedule the interview, giving the student reasonable time to obtain a support person/advisor.

2) In meetings or interviews with the OEO/AA or the University, Student complainants and respondents each have the right to be accompanied by a support person/advisor of their choice, who may be an attorney. During such meetings or interviews, the support person/advisor may only advise the student and may not actively participate in the investigation or informal process.

**5.5.2** During any review hearings under section 5.10 of this policy, complainants and respondents (whether students or employees of the University) may each have a support person/advisor of their choice, who may be an attorney, advocate for them.

**5.5.3** Advisors may not be an employee of the University who would have a conflict of interest in serving in the advisor role. Support persons/advisors must be willing to agree to maintain the confidentiality of investigation and review hearing processes.

**5.5.4** The University may proceed with the investigation and review hearing processes in a timely fashion without the complainant or respondent if that party fails to respond or declines to participate. The University may set reasonable deadlines and move forward with processes regardless of whether a party and/or a party's support person/advisor is able to accommodate those deadlines.

### 5.6 Preliminary Review of Reports of Discrimination, Harassment, or Retaliation

**5.6.1** After receiving a report of protected class discrimination, harassment, or retaliation, the EO/AA Director or designee shall promptly conduct a preliminary review to determine if interim measures are needed and if there is reasonable cause to believe that this policy was violated and/or that an investigation is necessary.





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**5.6.2** A complaint is timely if it is filed within 365 calendar days of the last alleged discriminatory act. A complaint that is not timely or that fails to state a claim of discrimination may be dismissed by the EO/AA Director after an initial review. At the Director’s discretion and for good cause, a complaint that is not timely may not be accepted.

**5.6.3** If the EO/AA Director or designee determines that there is no reasonable cause to believe that this policy was violated and/or that an investigation is not necessary, he or she shall issue a written notice of dismissal to the complainant.

**5.6.4** If the EO/AA Director or designee determines that there is reasonable cause to believe that this policy was violated and/or that an investigation is necessary, and if informal resolution of the matter is not warranted or is unsuccessful, he or she shall report the complaint to the following person (unless a conflict of interest exists, in which case the complaint shall be reported to the supervisor of the person listed below):

<b>Respondent’s Affiliation with the University</b>	<b>Person to Whom the Complaint is Reported</b>
Student	Director of Student Conduct and Conflict Resolution
Faculty member	Associate Vice President of Academic Administration
Staff member (including executive employees)	Director of Employment Services
Contractor/vendor	Vice President of Finance and Administration

**5.6.5** At the recommendation of the EO/AA Director or designee, the responsible university administrator (as defined in section 5.8.12) may impose an interim suspension of a student, employee, visitor, or organization, or invoke other temporary safety measures pending the outcome of the investigation and subsequent proceedings.

### **5.7 Informal Resolution**

**5.7.1** Because each case is different, the EO/AA Director or designee shall tailor each resolution to the specific facts of the case, including determining whether reports of discrimination, harassment, or retaliation are appropriate for informal resolution, mediation, or require an investigation.

**5.7.2** Informal resolution is encouraged to resolve concerns at the earliest stage possible with the cooperation of all parties involved. Participation in the informal resolution process is voluntary; the University shall not compel either party to engage in informal resolution. Informal resolution may be appropriate for responding to anonymous and/or third-party reports. Informal resolution may be inappropriate when one or both of the parties are reluctant to participate in good faith.



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**5.7.3** Informal resolution may include an inquiry into the facts but typically does not include an investigation. Informal resolution is flexible and includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Informal resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to ensure that the resolution has resolved concerns effectively.

**5.7.4** After concluding informal resolution of a complaint, the EO/AA Director or designee shall notify the complainant and respondent in writing of the resolution that was agreed upon.

**5.7.5** Participation in informal resolution does not prohibit either party from terminating informal resolution and/or requesting an investigation at any point during the informal resolution process. Where a report was closed after informal resolution, the matter may later be reopened at the discretion of the EO/AA Director or designee when requested by the complainant and/or if the EO/AA Director or designee determines there is good cause to do so.

### **5.8 Investigation**

**5.8.1** If the EO/AA Director or designee determines an investigation is necessary, the University shall conduct a thorough, reliable, and impartial internal administrative investigation by interviewing witnesses, collecting documentary evidence, and preparing a written report of findings. The purpose of the investigation is to establish whether there is a reasonable basis, based on a preponderance of the evidence, for concluding that the alleged violation of this policy has occurred. The University reserves the right to engage an outside investigator to conduct the investigation if it is determined there is a conflict of interest or other compelling reason to do so.

**5.8.2** Complainants, respondents, and witnesses shall be treated with respect throughout the investigation process, disciplinary process, and other proceedings:

- 1) Complainants and respondents can expect prompt and equitable resolution of allegations of prohibited protected class discrimination, harassment, and retaliation.
- 2) Complainants can expect freedom from retaliation for making a good faith report of prohibited protected class discrimination, harassment, and retaliation or for participating in any investigation or proceeding under this policy.
- 3) Complainants, respondents, and witnesses shall refrain from retaliating against any person for making a good faith report of protected class discrimination, harassment, and retaliation or participating in any proceeding under this policy.



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- 4) Respondents, complainants, and witnesses shall provide truthful information in connection with any report, investigation, or resolution of protected class discrimination, harassment, and retaliation under this policy.
- 5) Complainants and respondents shall have interim measures made available and be given the opportunity to request modifications necessary for physical and/or emotional safety.
- 6) Complainants and respondents shall be given timely and equal access to allegations and the opportunity to respond to information that will be used against them in any disciplinary proceeding.
- 7) Complainants and respondents shall have the opportunity to offer information, present evidence, and identify witnesses during an investigation.
- 8) Complainants and respondents shall be given timely notice of meetings where their presence is necessary.
- 9) Complainants and respondents shall receive simultaneous notification, in writing, of the results of any proceedings.
- 10) Complainants and respondents shall have the opportunity to articulate concerns or issues about proceedings under this policy.
- 11) Complainants and respondents shall have reasonable time to prepare a response permitted under this policy.
- 12) Complainants and respondents shall receive written notice of any necessary extensions of timeframes under this policy.
- 13) Complainants, respondents, and other participants in the EO/AA process may request accommodations necessary under the *Americans with Disabilities Act (ADA)* through the EO/AA Director, who will refer the request to the appropriate ADA coordinator and then implement approved accommodations.

**5.8.3** When proceeding to an investigation, the investigator shall ask the complainant to provide written notice of the allegations, including a concise statement describing the incident, when and where the alleged misconduct occurred, and why the complainant believes it violates university policy, and a proposed resolution. The complainant shall be asked to provide and preserve all corroborating or potentially relevant evidence in any format, list potential witness names, and sign the statement. From this information, the EO/AA Director or designee shall prepare a summary of allegations and relevant information from the complainant's statement for the respondent. The complainant will review the summary and statement, make any necessary corrections, and affirm the summary by signature.



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**5.8.4** By requesting an investigation on the complaint form and/or signing the summary of allegations, the complainant is giving the investigator consent to discuss the information provided with other persons who may have relevant factual knowledge of the circumstances of the complaint and is authorizing the collection and examination of all records and other documentation relevant to the complaint. In cases where a complainant does not want to pursue an investigation, the EO/AA Director or designee shall inform the complainant that the University's ability to investigate and/or remediate may be limited.

**5.8.5** If the complainant refuses to sign the summary, the EO/AA Director may (1) note that the allegations have been withdrawn and end the investigation, or (2) note the complainant has refused to sign the summary and proceed to investigate to determine what occurred and to protect the University's interest in maintaining a safe environment free from discrimination, harassment, and retaliation.

**5.8.6** The investigator shall provide the respondent with the summary of the complainant's allegations and a copy of this policy and shall request a written response from the respondent. The respondent shall also be asked to provide and preserve all corroborating or potentially relevant evidence in any format, list potential witness names, and sign any response to the allegations. In preparing the summary of complainant's allegations for the respondent, the EO/AA Director or designee has the discretion to redact names and/or witnesses to protect the identity and ensure the safety of the complainant and/or witnesses. The respondent may prepare and submit a signed written statement to admit or deny the allegations, provide an explanation why any conduct was not a violation of the policy, provide all corroborating evidence, list potential witnesses, and state whether the complainant's proposed resolution is appropriate.

**5.8.7** Upon receipt of the written response from the respondent, or after the reply period expires without a response, the investigator shall send a written request to or meet with the respondent and/or complainant to clarify any discrepancies.

**5.8.8** The EO/AA Director shall choose the investigator(s), except in cases where the EO/AA Director or others involved in the investigation have a conflict of interest, in which case the University's Office of General Counsel shall select internal or external impartial investigator(s).

**5.8.9** To provide a prompt, thorough, fair, and impartial investigation and resolution, all investigations of reports of discrimination, harassment, and retaliation shall incorporate the following standards:

- 1) The respondent shall be provided the name of the complainant (if known), a notice of request for investigation, a written statement of the allegations, and a copy of this policy. The respondent shall be given a full opportunity to respond to the allegations.



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- 2) The investigator(s) conducting the investigation shall be familiar with this policy, have training or experience in conducting investigations, and shall be familiar with applicable university policies and procedures.
- 3) Disclosure of material witnesses and relevant facts shall be given to both parties to permit each party a full opportunity to respond to allegations and defenses, subject to *FERPA* and privacy law requirements, and the need to guard against retaliation of parties and witnesses. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation. Participants shall also be reminded not to retaliate against other parties, witnesses, or other participants in the process.
- 4) The investigator shall apply a preponderance of evidence standard to determine whether the conduct occurred as alleged and whether there has been a violation of this policy.
- 5) At any time before or during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate university administrators. Failure by a party to comply with the terms of interim protections may be considered a separate violation of this policy.
- 6) At any time before or during the investigation, the investigator(s) or the EO/AA Director may recommend to the responsible university administrator (who should consult with Human Resources and the Office of General Counsel) that a respondent employee be placed on a paid or unpaid leave. Leave may be unpaid where the employee has failed to participate in the investigation promptly or in good faith or when substantial evidence received before or during the investigation shows that a serious violation of policy has occurred.
- 7) The investigation shall be completed and the final investigation summary provided to the responsible university administrator as promptly as possible. Investigators shall provide regular status updates to both parties and administrators with a need to know.
- 8) Parties and witnesses are expected to cooperate with and participate in the University's investigation in good faith. If either party fails to participate in good faith, the investigator(s) may make findings without the response of that party, potentially leading to an unfavorable outcome for that party.
- 9) The complainant and respondent shall be informed if there were findings made that the policy was or was not violated. In accordance with university policies protecting individuals' privacy, and applicable laws, the complainant may be generally notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the respondent. The investigator shall also advise the complainant and respondent of additional options outside the University that may be pursued.



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**5.8.10** The investigator(s) shall prepare a final investigation summary that contains a written summary of the findings (including a statement of the allegations and issues, the positions of the parties, a summary of evidence and findings, and a determination on whether this policy has been violated). Unless there is a conflict, or an outside investigator was engaged, the EO/AA Director and an attorney assigned by General Counsel shall review each final investigation summary before it is finalized.

**5.8.11** The possible findings of the investigation are the following:

- 1) A decision of “unfounded” indicates either that there is insufficient evidence for the investigators to conclude that the event(s) occurred as alleged, or even if the event(s) occurred, it/they did not constitute protected class discrimination, harassment, or retaliation.
- 2) A decision of “inconclusive” means that the evidence provided by both parties did not reach a preponderance of evidence in favor of either party.
- 3) A decision of “substantiated” means that the event(s) occurred as alleged by a preponderance of evidence in favor of the complainant.

**5.8.12** The final investigation summary shall be submitted to the responsible university administrator designated below with authority to implement actions and/or discipline necessary to resolve the complaint (unless a conflict of interest exists, in which case the Office of General Counsel will recommend to the President a designee to serve as an alternative responsible university administrator). When the respondent is an employee, the responsible university administrator should consult with the EO/AA Director, the Office of General Counsel, and with Human Resources.. The final investigation summary shall be kept in the investigation file and may be used as evidence in other related procedures, such as subsequent complaints, disciplinary actions, and/or review hearings or appeals.



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<b>Respondent's Affiliation with the University</b>	<b>Responsible University Administrator</b>
Student	Designated Student Conduct Administrator (either the Director of Student Conduct or the Associate Dean of Students, with neither serving in that role if they were the investigator on the matter or if another conflict exists)
Faculty member	The dean of the faculty member's college (in consultation with the Associate Vice President of Academic Administration)
Executive employee or direct report of a vice president	Vice president of the relevant department
Administration or staff member who is not an executive employee and does not report directly to a vice president	Direct report of the vice president or another senior-level administrator designated by the vice president of the department in which the respondent is employed
Vice president or direct report of the University President	University President
Contractor, vendor, or visitor	Vice President of Finance and Administration

**5.8.13** Nothing in this procedure shall be interpreted to alter the status of otherwise at-will employees.

**5.9 Sanctions and Remedies**

**5.9.1** Upon receiving the final investigation summary and findings, the responsible university administrator shall promptly determine based on the investigative findings the appropriate sanctions and remedies, including offering remedies to the complainant and/or university community, implementing changes in programs and activities, providing training, and the imposition of any disciplinary sanctions. In consultation with the EO/AA Director and the Office of General Counsel, and with Human Resources when the respondent is an employee, the responsible university administrator shall ensure sanctions and remedies are appropriate to end the prohibited conduct and to prevent further violation of this policy. In determining the appropriate sanction(s), the responsible university administrator (and the executive university administrator and review panel, should there be a review hearing) shall be guided by the following considerations:

- 1) The severity, persistence, or pervasiveness of the misconduct;
- 2) The impact of the misconduct on the complainant;
- 3) The impact or implications of the misconduct on the university community;



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- 4) Prior misconduct by the respondent, including the respondent's relevant prior disciplinary history;
- 5) Whether the respondent has accepted responsibility for the misconduct;
- 6) The maintenance of a safe, nondiscriminatory, and respectful environment conducive to learning; and
- 7) Any other mitigating, aggravating, or compelling factors.

**5.9.2** Respondents who are found to have violated this policy may be subject to sanctions, depending on the circumstances and the severity of the violation, as follows:

- 1) Possible sanctions against faculty and non-faculty employees for violations of this policy include verbal counseling, written warning, probation, reassignment, transfer, demotion, reduction in pay, suspension, termination of employment, and a no trespassing on campus and/or in university programs, services, and activities order.
- 2) Possible sanctions against students for violations of this policy include those described in UVU Policy 541 *Student Rights and Responsibilities Code*, such as fines, restitution, interim suspension, suspension, suspension withheld, warning, probation, expulsion, withholding diploma, revocation of degree, discretionary sanction, and organizational sanction.
- 3) Possible sanctions against vendors or visitors to campus who are neither students nor employees of the University include banning the vendors/visitors from all or part(s) of the University and/or ending business relationships with the vendors.

**5.9.3** Unless there are unusual circumstances that would require a delay, the EO/AA Director (or designee) shall promptly communicate the investigation findings in writing to both the complainant and the respondent simultaneously. After the findings are sent to both parties, the EO/AA Director will promptly forward the written findings to the responsible university administrator, who shall send the outcome of the investigation, including any sanctions and remedies determined by that administrator and the University's procedures for seeking a review/appeal of the outcome, in writing to both the complainant and the respondent simultaneously ("outcome notice"). However, the responsible university administrator, in consultation with the EO/AA Director or designee, may choose not to disclose the sanctions, and shall not disclose the discipline imposed on a respondent student, except under the following circumstances:

- 1) The discipline directly affects the other party, such as when the respondent student is ordered to stay away from the other party, an employee is transferred to another job site, worksite, class, or is suspended or dismissed from the University; or
- 2) The respondent student gives his or her written permission to disclose the discipline.





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### **5.10 Review Hearing of Sanctions and Remedies (Reviews)**

**5.10.1** Student or employee (faculty, administration, or staff) complainants or respondents may seek a review of sanctions and/or remedies by requesting an administrative review hearing or appeal (“review”) within seven business days from the date the outcome notice is sent. A written request for review must be submitted to the EO/AA Director and may not exceed 20 pages in length. Untimely requests will not be considered absent extraordinary circumstances. Activities such as graduation, study abroad, internships/externships, business travel, or educational, sabbatical, or extracurricular activities generally do not in themselves constitute extraordinary circumstances. A review may be withdrawn by the requester at any time without prejudice.

**5.10.2** The party requesting a review must identify in the written request at least one or more of the following grounds as the reason for seeking the review:

- 1) New evidence unavailable to the party during the investigation has been discovered that could substantially impact the investigation findings and/or resolution.
- 2) Procedural errors raising substantial doubt that the procedures outlined in this policy were not followed, or that the investigation was not thorough, fair, and/or impartial, which substantially impacted the outcome of the investigation. Procedural errors do not include the lengths of the investigation or sanction-decision-making processes.
- 3) The sanction imposed is substantially disproportionate to the severity of the violation (i.e., too severe or not severe enough).
- 4) The non-disciplinary aspects of the resolution are not reasonably designed to correct the discriminatory effects on the complainant and/or on others who may have been affected or to prevent recurrence or further discriminatory or otherwise inappropriate actions.

**5.10.3** If the responsible university administrator has determined that an employee (faculty, administrator, or staff) should be terminated from employment or that a student should be expelled from the University, that respondent has the right to a review if he or she provides a written request for review within the timeframe stated in section 5.10.1. The written request for review must still provide one or more of the grounds for review stated in section 5.10.2.

**5.10.4** Unless a review panel determines by a majority vote that the party seeking a review has demonstrated by a preponderance of evidence that one or more of the grounds stated in section 5.10.2 has been met and that modification(s) to the decision should be recommended, the responsible university administrator’s original decision shall be upheld.

**5.10.5** Information shared during a review process must remain confidential. The University shall not be responsible for disclosures made by the parties, who shall bear individual liability for their disclosures. All meetings and hearings related to a review process are closed meetings.



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**5.10.6** While a review is pending, interim sanctions may be imposed by the responsible university administrator, but irreversible sanctions shall not be imposed until the review process is complete. For example, if termination from employment has been recommended, a respondent may be suspended from employment (on a paid or unpaid basis) during the review process, but a termination of employment shall not be imposed until the review process is complete and the termination recommendation is upheld. Leave may be unpaid where the employee has failed to participate in the investigation promptly or in good faith.

**5.10.7** Upon receipt of a written request for review, the EO/AA Director or designee shall provide the party not requesting the review a copy of the request and invite that responding party to submit a written response within five business days.

**5.10.8** The EO/AA Director or designee shall promptly convene a three-member review panel from a pool of faculty, staff, and students trained in Title VII, Title IV, and Title VI requirements, Policy 165, and related procedures.

**5.10.8.1** The three-member review panel shall be selected from the pool of trained panel members as follows:

<b>Respondent's Affiliation with the University</b>	<b>Composition of Review Panel</b>
Faculty member	Three faculty members
Staff member (including executive employees)	Three staff members
Student	One faculty member, one staff member, one student

**5.10.8.2** Faculty members shall be selected for a term of service on the review panel pool by the Senior Vice President of Academic Affairs or designee and shall be approved by the President of Faculty Senate. Staff members shall be selected for a term of service by the Vice President of Planning, Budget, and Human Resources or designee and shall be approved by the president of the Professional Association of Campus Employees (PACE). Student members shall be selected for a term of service by the Dean of Students and shall be members of the Utah Valley University Student Association (UVUSA) and approved by the UVUSA President.

**5.10.8.3** The selected panel shall choose a panel chair, considering availability and EO/AA training and panel experience. Review panel members must be in good standing with the University and must not have any conflicts of interest with serving on the panel. The review panel shall consult with an attorney assigned by the Office of General Counsel to advise the review panel regarding legal, procedural, policy, and other questions as needed during the review process.

**5.10.9** The EO/AA Director or designee shall promptly notify the complainant and respondent in writing of the names of the review panel members and provide the parties with a copy of the



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review panel procedures contained in this policy. Within five business days of receiving notification of the names of the review panel members, the complainant and respondent may each request in writing to the EO/AA Director that a review panel member be disqualified based on bias or conflict of interest, providing the reasons for this request in the letter. If bias or conflict of interest is confirmed by the EO/AA Director, after consultation with an attorney assigned by the Office of General Counsel, then the EO/AA Director or designee shall select and notify the parties.

**5.10.10** Once the review panel is confirmed, they shall promptly determine whether the request for review meets one or more criteria under section 5.10.2. The EO/AA Director or designee shall then notify both parties in writing of this determination and, if a hearing is warranted, of the review hearing date, which shall be scheduled within 14 to 21 calendar days.

**5.10.11** The scope of the review hearing and the standard of review shall be limited to those stated in section 5.10.2 above. Along with the written notification of hearing date, the EO/AA Director or designee shall provide to the review panel, complainant, and respondent copies of the final investigation summary and the written review request and opposition statements submitted by the parties. The review hearing is an opportunity for the parties to address the review panel in person about the issues being considered for review, based on the reasons and standards of review outlined in 5.10.2, including addressing information in the final investigation summary, any supplemental statements or new evidence unavailable during the investigation submitted by the parties, and any written impact or mitigation statements. Each party will have the opportunity to be heard, to identify witnesses for the review panel's consideration, and to respond to any questions from the review panel.

**5.10.12** The complainant and respondent may each request remote video conferencing, so that the parties do not have to be present in the same room at the same time during the hearing. Such requests must be made in writing to the EO/AA Director at least 10 calendar days before the hearing, and the EO/AA Director or designee shall make the appropriate arrangements.

**5.10.13** The complainant and respondent may each be accompanied at the review hearing by a support person/advisor of his or her choice, who may be an attorney and who may participate in the hearing as provided in these procedures. The complainant and respondent must notify the review panel chair and the EO/AA Director of his or her selected support person/advisor at least 10 calendar days prior to the date of the review hearing. If timely notice is not provided, the support person/advisor may attend but shall not participate in the hearing.

**5.10.14** The review panel chair, complainant, and respondent may each request the appearance of witnesses at the hearing. At least 10 calendar days before the date of the review hearing, parties may submit to the review panel chair, with copies to the EO/AA Director or designee, their request for witnesses, including names and contact information, and requests for documentary evidence they would like to have reviewed, along with explanations of how each request is relevant to their reasons for seeking or opposing the review (per the section 5.10.2 bases for



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review). Only witnesses and other evidence that is relevant to the 5.10.2 bases for review may be considered by the review panel. It is the responsibility of the party calling a particular witness to invite that witness to attend the hearing. The OEO/AA investigator(s) may also suggest a witness list to the panel. Witnesses who are UVU employees whom the panel requests to appear have a duty to appear at the review hearing.

**5.10.15** The following procedures apply to the review panel hearing:

1) In the event that either party fails to attend the hearing without prior notice to the EO/AA Director and good cause, the review panel may proceed with the hearing. Neither party is required to participate in the hearing for the hearing to proceed. The University reserves the right to modify review hearing procedures to protect the safety of all parties involved.

2) The hearing, except for deliberations, shall be recorded by the review panel chair, who shall give the recording to the OEO/AA. A copy shall be made available to either party upon request at the requesting party's expense. The recording of interviews and other meetings preceding and following the hearing by the participants is prohibited.

3) The review panel shall begin the hearing by asking the OEO/AA investigator(s) to provide a summary of the investigation process and the findings and conclusions contained in the final investigation summary. The review panel may also ask the investigator(s) to state the sanction(s) determined by the responsible university administrator. The scope of questioning shall be guided by the applicable bases for review included in section 5.10.2, as cited in the review request.

4) If the scope of review includes review of the sanction(s), the review panel may ask the responsible university administrator to explain the reasons for the sanction(s), including any mitigating or aggravating factors.

5) The complainant and respondent shall each have an opportunity to make a personal statement relevant to the scope of review, which should include the bases for seeking or opposing the review, the personal impact of the alleged misconduct and/or sanction, the relief sought, and mitigating or aggravating information. In addition to the personal statements by the parties, each party's support person/advisor shall have the opportunity to make an opening statement relevant to the standard and scope of review.

6) The complainant and respondent (or their respective support person/advisor, if any) shall each have the opportunity to call witnesses that the review panel deems relevant to the scope of review, to question witnesses (including the other party and the OEO/AA investigator[s]) through the review panel chair (not directly), to present evidence, and to make concluding remarks.

7) The review panel may question the investigator(s), any witness, or each/either party. Only the person to whom a question is directed may answer (e.g., a support person/advisor shall not be



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permitted to answer the review panel's questions on a party's behalf). The review panel's questions should be relevant to the scope of review. During questioning, the parties, support persons/advisors, and panel chair/members shall treat all persons with respect.

8) The review panel shall not be bound by strict rules of legal evidence or procedure and may consider any evidence it deems relevant to the standard and scope of review (see section 5.10.2). The review panel chair shall determine the appropriateness and relevancy of any information and questions submitted and may exclude evidence deemed to be outside the scope of review, irrelevant, or duplicative.

9) Each party shall have up to a total of 90 minutes for personal and/or opening statements, questioning witnesses, presenting evidence, and concluding remarks.

10) After issuing a warning, the review panel has authority to exclude from the hearing any party, support persons/advisors, or other participant whose behavior the review panel finds disruptive.

11) The Office of General Counsel shall provide an attorney to be present at hearings to provide guidance to the review panel on this policy, substantive law, and procedural matters.

12) The review panel chair and other review panel members are prohibited from discussing any matter related to the hearing with the parties, witnesses, and/or others (except the assigned Office of General Counsel attorney) before or after the hearing. Violation of confidentiality may result in dismissal from the review panel and/or other corrective or disciplinary action.

13) Review panel deliberations and voting shall be closed sessions from which all other persons are excluded, except, at the review panel's request, an advising attorney from the Office of General Counsel. Votes shall be cast by secret ballot. A majority vote by the members of the review panel who attended the hearing shall be required for recommendations. The review panel chair shall be entitled to vote on all questions. The OEO/AA shall not participate in the review panel's deliberations. If the review panel asks the advising attorney from the Office of the General Counsel to remain for the deliberations, the advising attorney may remain present but shall have no vote.

**5.10.16** Within 10 calendar days of the review hearing, the review panel shall provide to the executive university administrator and the EO/AA Director a review panel report, which shall include the following:

1) In cases where the review panel determines that (a) new evidence arose after the investigation concluded that could substantially impact the investigation findings and/or resolution, or (b) the issue(s) brought forward by the contesting party raise substantial doubt that a procedural error occurred that substantially impacted the outcome of the investigation, the review panel may recommend to the executive university administrator that the investigation be returned to the



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original investigator(s) with recommended instructions for further investigation on the raised issue(s).

2) In cases where the review panel finds that the original investigator(s) have had a conflict of interest, the review panel may recommend to the executive university administrator that a review be conducted by new investigator(s). The executive university administrator, in consultation with an assigned attorney from the Office of General Counsel, will determine whether the assignment of a new investigator is needed.

3) In cases where the review panel is asked to review whether (a) the sanction(s) imposed is/are substantially disproportionate to the severity of the violation, or (b) the non-disciplinary aspects of the resolution are not reasonably designed to correct the discriminatory effects on the complainant and/or others who may have been affected or to prevent its recurrence and further discriminatory or otherwise inappropriate actions, the review panel will recommend whether it finds that the sanctions and/or resolutions are reasonable in light of the circumstances.

### 5.11 Executive Review, Final Sanction, and Final Outcome Letter

**5.11.1** The executive university administrator, who is responsible for reviewing the recommendations from the review panel and determining next steps, including remand to the OEO/AA for additional investigation and/or imposition of the final sanction(s) and other remedies, if any, is as follows (unless a conflict of interest exists, in which case the Office of General Counsel will recommend to the President a designee to serve as an alternative responsible executive university administrator):

<b>Respondent’s Affiliation with the University</b>	<b>Executive University Administrator</b>
Student	Dean of Students
Faculty member	Senior Vice President of Academic Affairs
Administration or staff member who is not an executive employee and does not report directly to a vice president	Vice president of the department in which the respondent is employed (or the vice president’s designee)
Executive employee or direct report of a vice president	University President
Vice president or other direct report of the University President	University President

**5.11.2** Upon receipt of the review panel report, the appropriate executive university administrator shall promptly review all of the information that was available to the review panel and then



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decide whether to remand the investigation to the OEO/AA for additional investigation, affirm the responsible university administrator's original decision, adopt the sanction and resolution recommendation(s) of the review panel, and/or to determine an alternative outcome. In determining the appropriate sanction(s) and other remedies, the executive university administrator shall be guided by the considerations in section 5.9.1 and consult with other administrators as needed, including an attorney assigned by the Office of General Counsel, Human Resources, the EO/AA Director, and the Office of Academic Affairs, to ensure that any sanctions and/or remedies are appropriate to end the prohibited conduct and prevent further violation of this policy. Remedies may include offering remedies to the complainant and/or university community, implementing changes in programs and activities, providing training, and the imposition of any disciplinary sanctions, based on the investigative findings.

**5.11.3** The executive university administrator will notify the EO/AA Director in writing of his or her decision and a summary of the reasons for the decision. If the matter is remanded to the OEO/AA for additional investigation, the OEO/AA shall promptly investigate and provide an investigation summary addendum that includes new evidence considered and changes to findings, if any, to the executive university administrator, who shall then determine sanctions, resolutions, and outcomes.

**5.11.4** After receiving the executive university administrator's decision, the EO/AA Director or designee shall promptly notify the complainant and respondent, simultaneously, in writing of the final outcome of the investigation review and the rationale for the outcome. The final outcome letter shall also state that the decision is final and not subject to further university review or grievance and include options for seeking remedies outside of the University, such as with the federal Equal Employment Opportunity Commission (EEOC) and the Utah Antidiscrimination and Labor Division (UALD), which investigate complaints of unlawful discrimination and/or harassment in employment, or the US Department of Education Office for Civil Rights (OCR), which investigates complaints of unlawful discrimination and harassment in employment and educational programs or activities.

**5.11.5** Once the final outcome letter is issued to the parties, no further internal reviews, appeals, or grievances are available to the parties. Nothing in this policy abrogates the rights of the parties to seek other remedies under state or federal law, such as with the agencies mentioned in section 5.11.4 above.

**5.11.6** The final outcome letter may be used by the EO/AA Director for data collection and compliance purposes only. The review panel, responsible university administrator, and executive university administrator shall provide all documents submitted and reviewed as part of the review process to the EO/AA Director for confidential storage and shall not keep any written or electronic copies of such documents.



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**5.11.7** All documents, records, recordings, and information associated with the EO/AA process are designated as protected in accordance with the *Utah Government Records and Management Act (GRAMA)*.

<b>POLICY HISTORY</b>		
June 22, 2017	Revision (Regular policy replaced temporary emergency policy)	UVU Board of Trustees