
LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS

SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND INFORMATION SCIENCES

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The following constitutes the official Campus policy on sexual harassment.

Policy Statement

It is the policy of Long Island University to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual;

or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Examples of Sexual Harassment

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.
- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, concerning, pinching, grabbing, kissing or fondling;
- coerced sexual intercourse or sexual assault.

Consensual Relationships

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is

involved in a romantic relationship will receive an unfair advantage, and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are not permitted.

Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

Procedures

The University has developed procedures to implement this policy. The Provost of each residential campus or the chief operating officer of each nonresidential campus has ultimate responsibility for overseeing compliance with this policy. In addition, each dean, director, department chairperson, administrator, or other person with supervisory responsibility is required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint. Please be advised that if any employee fails to report any incident of sexual harassment and/or refuses to participate in the investigation, said employee may effectively waive and/or forfeit any available remedies at law.

Investigation

The representative/investigator will schedule a meeting with the person making the complaint. Thereafter, the University will thoroughly investigate the complaint, which will include an interview with the alleged harasser and any potential witnesses. Upon completion of the investigation, the person making the complaint will be contacted and advised of the outcome of the investigation. The University will conduct the investigation as expeditiously as possible given the nature of the academic calendar which includes summer vacation and intersession periods.

Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Employees who are found to have violated this policy are subject to various penalties, up to and including termination of employment. All such disciplinary actions will be subject to the provisions of the relevant collective bargaining agreement, if applicable.

Campus Contact Persons

Any person who wishes to file a sexual harassment complaint may do so by contacting a Campus Representative. The Campus Representatives for the Brooklyn Campus are:

Brad Cohen*	(718) 488-3406
Sam Jones	(718) 488-1058
Cris Gleicher	(718) 488-1006
Rhianon Allen	(718) 488-3347
Robert Barry	(718) 488-3321
Karlene Jackson	(718) 488-1216
Dennis Curley	(718) 488-1463
Stuart Fishelson	(718) 488-1343
Hildi Hendrickson	(718) 488-1185
Gladys Schrynemakers	(718) 488-3404
Diana Voelker	(718) 488-1651
Lynda Penn	(718) 488-1266
Thomas Schmitz	(718) 780-4060
Cathy O'Sullivan	(718) 488-3459
Jessica Trubek	(718) 488-1374
Donna Dolinsky	(718) 488-1105
Ellen Becker	(718) 488-1540
Amy Krentzman	(718) 488-1657

*Coordinator

Complaints may also be filed with the Campus Provost or Chief Operating Officer or Dean. In addition, the University has retained Prefix pre-dispute solutions, LLC to be available to accept sexual harassment complaints 24 hours a day, seven days a week by calling the following toll-free number: 1-888-LIU-5559.

Some FAQs (Frequently Asked Questions) About Sexual Harassment

Q: Who may make a complaint of sexual harassment ?

A: Any member of the college community may report complaints sexual harassment.

Q: Must sexual harassment complaints be made in writing?

A: No. Sexual harassment complaints may be made by speaking to the Campus Representative. The Representative may, however, request an individual to prepare a written statement setting forth the particulars of the complaint.

Q: Are sexual harassment complaints kept confidential?

A: It is not possible to guarantee absolute confidentiality. The privacy of persons who make complaints of sexual harassment will be respected. Information obtained in connection with bringing, investigating, or resolving complaints will be handled as confidentially as possible.

Q. Are there time limits for reporting sexual harassment to the panel?

A. There are no time limits for reporting sexual harassment. However, allegations of sexual harassment should be reported as promptly as possible. Delay in making a complaint may make it more difficult to investigate the allegations.

Q. What should be done upon learning of an incident of sexual harassment involving another person?

A. A member of the University community with supervisory responsibility must report to the Campus Representative any incidents of sexual harassment of which he or she becomes aware or reasonably believes to exist. Other members of the University community who become aware of allegations of sexual harassment should encourage the aggrieved individual to report the alleged sexual harassment to the appropriate campus personnel.

How to File an Informal Sexual Harassment Complaint

The Informal Sexual Harassment Complaint Process offers an individual who feels that he or she has been a victim of sexual harassment the opportunity to resolve his or her concerns in a more private, less formal manner. If the victim so chooses, he or she reserves the right to pursue the Formal Complaint Process.

1. The complainant contacts a Sexual Harassment Hearing Officer, who will listen and document the complainant's concerns, and investigate the complaint which may include the interviewing of witnesses to the alleged harassment. The Sexual Harassment Hearing Officer will then meet with the alleged harasser.
2. The Hearing Complaint Officer will conduct the investigation in a timely fashion and will inform the complainant of the progress of the investigation.
3. After gathering all pertinent information, the Hearing Officer may then attempt to mediate a resolution between the involved parties of the various possible outcomes.
4. If the information gathered is damaging and verifiable, the Hearing Office will then report his findings to the Provost. At this point, the Provost reserves the right to make a decision concerning the employment status of the employee.
5. The Hearing Officer will maintain a file which includes any statements, personal documents, and any other evidence regarding the charges and subsequent resolutions(s).
6. The formal process will be discussed with both individuals. Should a future problem arise and/or the complainant not be satisfied with the informal process, the complainant and/or the Hearing Officer reserves the right to pursue the Formal Complaint Process or other external reporting measures.
7. Notes from the informal process may be subject to review should either (a) multiple informal complaints be made in reference to the individual(s) and/or (b) the complainant chooses to pursue the Formal Complaint Process.

How To File a Formal Sexual Harassment Complaint

The Formal Sexual Harassment Complaint Process serves to offer an individual who feels that he/she has been a victim of sexual harassment the opportunity to resolve grievances through a Formal Sexual Harassment Hearing Process.

1. The complainant files a written statement of allegations and requests a formal investigation through one of the designated Sexual Harassment Hearing Officers.
2. All persons are encouraged to file formal complaints as soon as possible in order to facilitate the investigation process.
3. The Hearing Officer with whom the complaint is filed will conduct a formal investigation. This shall include interviewing the complainant, alleged harasser and any potential witnesses.
4. The Provost will then direct the Sexual Harassment board to convene. Membership on the Sexual Harassment Board shall be composed of the following: three (3) students, two (2) faculty members, one of whom will be appointed by the Union, and two (2) administrators. The three students have voting privileges and are to be chosen from the Student Leadership Council.
5. The Sexual Harassment board will review all materials relevant to the case, and if necessary, the Board will conduct its own investigation. After reviewing all the materials, the Board will make a decision. A course of action will be then be recommended to the Provost.

One of the Sexual Harassment Officers, without bias to the case, will be appointed by the Provost as the Chairperson. The Chairperson will be responsible for distributing relevant materials to all Board members and notifying individuals of the Board's decision, with copies to appropriate personnel.

The decision of the Provost will be delivered in Writing to all parties within five business days. All sanctions go into effect immediately.