UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE AT URBANA-CHAMPAIGN

GUIDELINES FOR IMPLEMENTING UIC’S POLICY ON SEXUAL HARASSMENT AND DISCRIMINATION

PREAMBLE

The University of Illinois College of Medicine at Urbana-Champaign (COM-UC) is one of four programs of the University of Illinois College of Medicine (UICOM). All programs report to the Dean of the UICOM. Each program within the UICOM is committed to maintaining an educational and professional environment that is free of all forms of harassment and discrimination. UICOM has a policy for addressing complaints of sexual harassment and discrimination and that policy governs the formal resolution of claims for sexual harassment and discrimination. (Attachment A). The Guidelines are intended to facilitate the implementation of that policy to the circumstances and environment in which COM-UC operates.

DISCUSSION

This document is intended to help ensure a comfortable academic environment for all members of the College of Medicine community - an environment that is free from intimidation, mistrust, and fear; that makes possible discussion of instances of potential sexual harassment and discrimination; and that facilitates the informal resolution of problems or misunderstandings. There are, of course, procedures within the University and hospitals/clinics for filing formal complaints of sexual harassment and discrimination, and there may be occasions when that route is necessary. This document, however, describes an informal procedure for seeking advice and guidance from respected and trusted College faculty and staff without fear of recrimination or ridicule. The aim is to make it easier to obtain information and advice and to suggest possible avenues for resolving problems informally and confidentially.

Sexual harassment and discrimination are illegal and cannot be tolerated. The College of Medicine and its affiliated hospitals and clinics do not condone conduct that creates an intimidating, hostile, or offensive environment for any person. Therefore these institutions are committed to seeking as prompt and effective resolution as possible of alleged incidents of discrimination and harassment by College of Medicine faculty, staff, students, or affiliated hospital or clinic employees. Preferably this can be achieved in an atmosphere of cooperation and understanding.

Behavior that in the past might have passed without comment may now be regarded as unacceptable. Sexual harassment may include sexual advances, explicit sexual propositions, requests for sexual favors, and other physical, verbal, or visual conduct based on sex which is sufficiently severe or pervasive enough to interfere with the required tasks or career opportunities at the University. Sexual harassment involves the use and abuse of power and control. The root of such conduct may be in the harasser’s attempt at exercising power and control over the person subject to the harassment. Faculty, staff and students should always do what they reasonably can to discourage or
prevent discrimination or harassment. For the University of Illinois statement on Sexual Harassment, please see Attachment A.

Because of the nature of the medical school curriculum and training, matters of human sexuality and anatomy will be subjects for review and discussion. The academic setting is distinct in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

**SUGGESTED APPROACHES FOR STUDENTS**

Those who believe they have experienced sexual harassment or discrimination by a College of Medicine faculty, staff member, student, or a teaching hospital or clinic employee, can pursue one or more avenues for resolution. A personal, informal and confidential approach to resolving the situation and preventing repetition is recommended. If all attempts at informal resolution within the College fail and further action is desired, students should utilize the formal system approved by the UICOM campus or by the clinical institution where the offense occurred. Faculty or staff who have been harassed by a student can consider filing a formal disciplinary complaint.

Students who feel discriminated against or harassed may pursue one or more approaches for resolution. One suggestion is to select a staff or faculty member with whom the incident can be comfortably discussed. In many cases, the student may choose to speak directly to the individual responsible for the perceived harassment. This approach may be sufficient to identify the perceived problem, make the individual aware of its effects, and ensure that it will not be repeated. If the student feels uncomfortable meeting the accused individual alone, the selected faculty or staff member may accompany the student to provide support and, perhaps, facilitate the discussion.

If the above approach is unsatisfactory or if the student does not want to have contact with the accused individual, the student may talk to one of the individuals designated by the College of Medicine at Urbana-Champaign as primary contact staff or to individuals designated by the appropriate affiliated clinical institution (Attachment B). These individuals have been chosen because of their expertise, varied background, and different institutional affiliations, with the intent that students can select the person with whom they feel most comfortable. All complaints will be considered thoroughly and promptly. Every effort will be made to resolve complaints at this level in an expeditious, confidential, discreet, and effective manner. Every effort will be made to avoid negative repercussions as a result of discussing an alleged offense and/or filing an informal complaint.

When a student is still not satisfied with the approaches described above, a formal complaint may be made to the appropriate affirmative action office or other responsible administrative official, using the system appropriate to the institution (University, hospital or clinic) to which the selected officer belongs. These procedures will be made available to the student. Formal complaints that are to be pursued through the University system must be made through an appropriate University administrator who will respond to student complaints. Formal complaints filed by students will be handled in accordance with the policies and procedures of the UICOM.
Contact the Office of Student Affairs for information and procedures to file a complaint under the Student Disciplinary Code.

**STEPS WITHIN COM-UC**

Three individuals in COM-UC are designated as primary contact staff (Attachment B). The COM primary contact staff’s responsibilities are to meet with the student, hear the details of the alleged incident, and complete a complaint form. Where action is desired, the primary contact staff should carry out such action or refer the matter to the chief contact person. Where behavior is unacceptable, the person responsible for that behavior will be made aware of it.

When the student has requested that action be taken, the primary contact staff and/or chief contact person will ensure that the named individual is contacted and that appropriate resolution be sought. A written summary of the discussion and proposed resolution will be made. The complainant will be informed of the proposed resolution. If the resolution or corrective action is not acceptable to the complainant and an alternative compromise cannot be reached then a formal grievance may be filed by the student. The chief contact person will provide the name and telephone number of the appropriate affirmative action officer. Ordinarily, this process should not exceed thirty (30) calendar days.

Written complaints are to be used by the primary contact staff and chief contact person for the purposes of ascertaining pertinent information about the incident(s), counseling the complainant, attempting to resolve the complaint informally, tracking the incidence and scope of perceived harassment or discrimination at COM-UC, and providing a written summary of this information, as appropriate. The forms will be kept by the chief contact person in a separate secure file with identifiable names used only in efforts at resolution. For tracking and summary reporting, all personal identifiers will be removed. In all instances and throughout the process, every effort will be made to handle these concerns discreetly and confidentially.

**STEPS WITHIN AFFILIATED TEACHING HOSPITALS AND CLINICS**

Each of the COM-UC teaching hospitals and clinics has formal policies and procedures for reporting and investigating complaints of sexual harassment and discrimination. These institutions have agreed to allow medical students to utilize their system for counseling and advice as well as for reporting incidents and seeking resolution. Students may prefer to use this approach if they wish to use a system that does not directly involve the College of Medicine or the University administration. The clinical institutions, however, shall notify the College of Medicine’s chief contact person of such complaints. The chief contact person, while not directly involved in the process, will keep advised of the progress and resolution of the complaint through the hospital’s or clinic’s procedure. Names of contact persons from the affiliated hospitals and clinics are attached. (Attachment B).
UNIVERSITY OF ILLINOIS
STATEMENT ON SEXUAL HARASSMENT

The University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.

In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case by case manner.

The University will respond to every complaint of sexual harassment reported.

The University will promulgate this Statement to all units of the institution.

Sexual harassment is prohibited by federal and state nondiscrimination law.

Implementing procedures developed by the campuses will include specific explanations and sexual harassment definitions that reflect current law.

For additional information or assistance on the equal opportunity, affirmative action and harassment policies of the University, please contact:

For the Chicago campus, Caryn A. Bills, Interim Associate Chancellor for Access, Equity and Opportunity (Title IX, ADA and 504 Coordinator), 717 Marshfield Building, M/C 602, 809 South Marshfield Avenue, Chicago, Illinois  60612-7207, (312) 996-8670, cabw@uic.edu.

For the Springfield campus, Deanie Brown, Associate Chancellor for Access and Equal Opportunity (Title IX, ADA and 504 Coordinator), Public Affairs Center – 575B, One University Plaza, MS PAC 563, Springfield, Illinois  62703-5407, (217) 206-6222, deaniejd@uis.edu.

For the Urbana-Champaign campus, William E. Berry, Associate Chancellor, 317 Swanlund Administration Building, MC-304, 601 East John Street, Champaign, Illinois  61820-5796, (217) 333-6394, weberry@uiuc.edu.; Menah Pratt-Clarke, Associate Chancellor and Director of Equal Opportunity and Access (Title IX, ADA and 504 Coordinator), 100A Swanlund Administration Building, MC-304, 601 East John Street, Champaign, Illinois  61820-5796, (217) 333-0885, menahpc@uiuc.edu.

For the University Administration, Eric A. Smith, Director, Equal Opportunity and Human Resources, 807 South Wright Street, Suite 440, MC-312, Champaign, Illinois 61820-6219, (217) 333-7925, eas@uillinois.edu.

Policy Council
Revised March 31, 1998
ATTACHMENT B

SEXUAL HARASSMENT/DISCRIMINATION
INDIVIDUALS TO CONTACT

COM-UC CONTACT STAFF

Primary Contact Staff:

Dr. Nora Few 217/244-1512
Dr. James Hall 217/333-5471
Dr. Janet Jokela 217/337-2398

Chief Contact Person:

Dr. James Hall 217/333-5471

UIUC CAMPUS AFFIRMATION ACTION OFFICER

Dr. Menah Pratt, Associate Provost for Diversity 217/333-0885

CARLE HOSPITAL AND CLINIC

Ms. Pam Brown, Director 217/383-3235
Human Resources, Carle Clinic

CHRISTIE CLINIC

Dr. William Pierce 217/366-2267
Chief Medical Officer

PRESENCE COVENANT MEDICAL CENTER

Ms. Janet Payne, Vice President 217/337-2224
Human Resources, Covenant Medical Center
DANVILLE VETERANS HOSPITAL

Administrative Officer 217/554-3199

EEO Manager 217/554/5723

UIC CAMPUS

Caryn A. Bills-Windt 312-413-8145
Director, Office for Access and Equity

FOR SITUATIONS INVOLVING MEDICAL RESIDENTS

Internal Medicine  Holly Rosencranz, M.D.  217/383-3110
Surgery  Michelle Olson, M.D.  217/383-3080