

APPENDICES

TROY UNIVERSITY POLICY ON HARASSMENT

I. Statement of Philosophy

Troy University is proud of its tradition of friendly and congenial relations between students and employees (faculty, staff and administrators). The University is committed to maintaining an environment that nourishes respect for the dignity of each individual and creates an atmosphere in which students and employees can interact productively. In keeping with these goals, harassment by anyone (whether in the classroom, the office, at a University sponsored function, or within any University environment) will not be tolerated.

II. Definition of Harassment

For purposes of Troy University's policy, harassment is defined as a course of comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, sexual orientation, color, pregnancy, disability, or veteran status. It can include comments or conduct by a person in a position of authority that is intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individual's grade(s), status, or job. Harassment can also occur between people of similar authority. Harassment occurs when it is known or ought reasonably to be known that such comments or conduct would be unwelcome.

Examples of harassment include gestures, remarks, jokes, taunting, innuendo, display of offensive materials, threats, insinuations,

14. Asking questions about sexual conduct or sexual orientation or performances.
15. Offensive, repeated requests for dates, even if made after work.
16. Continued advances of a sexual nature which are re-

jected, even after the parties break off a consensual relationship.

is a victim of harassment to try to resolve the problem informally

with the person directly responsible for the harassment. This is not, however, a prerequisite for reporting or filing a complaint. The University also encourages those witnessing harassment to report such behavior.

The University recognizes that an individual may be reluctant and/or embarrassed to complain about harassment. As a consequence of this reluctance, the University provides the following reporting avenues:

1. A student may report a complaint to any member of the University's Harassment Response Team or the Student Services Office. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
2. A faculty or staff member may report a complaint to the appropriate supervisor, dean, director, or vice chancellor who, in turn, will inform the complainant of the need to report the complaint to the Harassment Response Team. An individual who is uncertain about the appropriate person to whom the complaint should be addressed may direct the complaint to the campus Director of Human Resources. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
3. University visitors may report a complaint to the campus Office of Human Resources or call the Troy campus Office of Human Resources at (334) 670-3710.

4. At University College locations, the procedure for reporting will follow the same guidelines as 1 and 2 above with coordination through the Site Director (unless the Site Director is the accused or the accuser)che

VI. Sanctions*A. Employees*

Potential sanctions for harassment include the following:

- Disciplinary warning/reprimand
- Referral to appropriate counseling
- Reassignment
- Temporary suspension
- Termination

B. Students

Potential sanctions for harassment include the following:

- Disciplinary warning/ reprimand
- Disciplinary probation
- Suspension
- Expulsion

VII. Appeals

A party who is not satisfied with the disposition of the findings of the Harassment Response Team may appeal to the Chair, Personnel Advisory Committee for a second review, and, if necessary, a formal hearing, in accordance with the hearing procedures outlined in the Faculty Handbook, Staff Handbook, or Oracle as appropriate.

Troy University compiles and maintains information about students which facilitates educational development of the student and effective administration of the university. To better guarantee the rights and privacy and access as provided by the Family Edu-

5. LOCATION OF RECORDS.

The university has designated the following officials or their equivalents at the branches as responsible for student records within their respective areas of responsibility:

- A. Provost
- B. Vice Chancellor for Student Affairs
- C. Vice Chancellor for Financial Affairs
- D. University Registrar
- E. Deans of various schools within the university

These officials shall hereinafter be referred to as “records officials.” Each official is responsible for maintaining a listing of student records within such records official’s area of responsibil-

such a request on file prior to destruction, no copy of records to be destroyed need be furnished the student.

15. COST OF COPIES.

Any copies of records furnished at the request of a student shall be subject to the payment of a reasonable fee, to be established by the university from time to time, for such service.

COURSE PREFIXES (KEY TO ABBREVIATIONS)

ACT..... Accounting
 AEG..... American English Group
 ANT..... Anthropology
 ART..... Art and Design
 AS..... Aerospace
 AT..... Athletic Training Education
 BIO..... Biology
 BUS..... Business
 CDC..... Cross Discipline
 CHM..... Chemistry
 CJ..... Criminal Justice
 CLA..... Classics
 COM..... Communication
 CS..... Computer Science
 DRA..... Dramatic Arts
 ECE..... Early Childhood Education
 ECO..... Economics
 EDU..... Education
 ELE..... Elementary Education
 ENG..... English
 FIN..... Finance
 FLN..... Foreign Language
 FRN..... French
 GEM..... Geomatics
 GEO..... Geography
 GER..... German
 GRK..... Greek
 HIS..... History
 HON..... University Honors Program
 HPR..... Health and Physical Education
 HS..... Human Services
 IED..... Interdisciplinary Education
 IS..... Information Systems

JRN..... Journalism
 LAT..... Latin
 LAW..... Law
 LDR..... Leadership
 MB..... Marine Biology
 MGT..... Management
 MKT..... Marketing
 MSL..... Military Science and Leadership
 MT..... Medical Technology
 MTH..... Mathematics
 MUI..... Music Industry
 MUS..... Music
 NSG..... Nursing
 PHI..... Philosophy
 PHY..... Physics
 POL..... Political Science
 PSY..... Psychology
 QM..... Quantitative Methods
 RED..... Reading/Literacy
 REL..... Religion
 RHB..... Rehabilitation
 RMI..... Risk Management and Insurance
 SCI..... Science
 SED..... Secondary Education
 SOC..... Sociology
 SPE..... Special Education
 SPH..... Speech Communication
 SPN..... Spanish
 SS..... Social Science
 SWK..... Social Work
 TROY..... Troy University

