

## MEMORANDUM

TO: Vice Presidents and Collegiate Deans

FROM: Tom Rice, Associate Provost for Faculty  
Georgina Dodge, Associate Vice President and Chief Diversity Officer  
Susan Buckley, Vice President for Human Resource

RE: Sexual Harassment Prevention Education

DATE: January 9, 2012

CC: Associate Deans for Faculty and Senior Human Resource Leadership Representatives

This memo provides information regarding the ongoing implementation of the campus-wide requirement that all eligible UI faculty and staff complete sexual harassment (SH) prevention education training in a timely manner.

This requirement was originally established by President Mason in 2008 and has since been integrated into the [UI Policy on Sexual Harassment](#). The Office of Equal Opportunity and Diversity (EOD) shall provide centralized oversight and monitoring of compliance with this mandatory sexual harassment prevention education requirement on an annual basis. Departments and colleges can also monitor their individual units' compliance through online HR Reports (see D. below).

The following provides the overall expectations of this initiative:

### A) Who is required to participate in a Sexual Harassment Prevention Education program?

- **Faculty:** All faculty, any title, who hold at least a 50% appointment,
- **Staff (P&S):** All regular staff, employed at least 50% or greater time,
- **Staff (Merit):** All regular staff, employed at least 50% or greater time,
- **Medical Residents and Fellows:** All who hold at least a 50% appointment during the academic year,
- **Postdoctoral Scholars/Fellows:** All who hold at least a 50% appointment during the academic year,
- **Students (Graduate):** All graduate students who hold a Teaching Assistantship for a period of one semester or longer,
- **Students (Undergraduate):** University Housing Resident Assistants, and any other students as determined by the Office of the Vice President for Student Life.

### B) Timeline to Complete Educational Program:

1. Current Faculty/Staff: Current UI faculty and staff (Merit and P&S), who completed a sexual harassment education program between May 2006 and Nov. 30, 2008, were to have completed a refresher course by Nov. 30, 2011. Typically, faculty/staff members

are considered out of compliance with this policy if they have not renewed their training within three years. (See 4. Refresher Course below.)

2. **Academic and Administrative Officers (AAO):** All faculty/staff hired into and/or promoted to a position defined by the [UI Policy on Sexual Harassment](#) as an AAO (e.g., VP, Dean, DEO, supervisor, student advisor) shall complete a SH prevention education program within the first two months of their appointment. [See the UI [Policy on Sexual Harassment](#) for further clarification regarding AAO positions and responsibilities.]
3. **Future Hires:** All faculty and regular staff members, who hold a 50% or greater appointment and are not an AAO, shall receive sexual harassment prevention education in the first six months of their employment. Options for satisfying this will include: instructor-led sessions, specifically designated online courses, and/or the Office of the Provost annual new faculty orientation.
4. **Refresher Course:** All faculty and regular staff members (whether an AAO or not) who hold a 50% or greater appointment are required to participate in a refresher course every three years (i.e., three calendar years from the date of their most recent training).

### C) What options are available to complete this requirement?

1. **Instructor-led Workshops** presented by either a staff member of the EOD Office, or by a collegiate-based staff/faculty member certified through the EOD Train-the-Trainer program. For more information or to schedule a session, please contact the Office of Equal Opportunity and Diversity directly at 319-335-0705.
2. **Faculty Seminars** offered by the Office of the Provost, in collaboration with the Office of Equal Opportunity and Diversity. For information about Spring 2012 Faculty Seminars on Preventing Sexual Harassment on Campus, please see: <http://provost.uiowa.edu/seminar>. A seminar that satisfies the campus requirement is also offered each August by the Provost Office to new faculty members as part of the annual New Faculty Orientation.
3. **General Campus Seminars** offered by EOD staff through UI Learning and Development. For more information about upcoming SH seminars, please see: <http://www.uiowa.edu/learn/coursesui.html>
4. **Online “Preventing Harassment” Module:** This is a product leased by the UI from Global Compliance Corporation and includes modules for supervisory and non-supervisory staff/faculty. Individuals may complete this module by logging in to their [Employee Self-Service](#) website, clicking on the “Personal” tab, then clicking on “Sexual Harassment Prevention Edu” located below the “Learning and Development” tab (center of the page toward the bottom). By clicking on “Online Classes” employees will be directed to the applicable online course. The names of all UI staff/faculty members who have completed the online module will be captured in “My Training” and provided to the college/department for recordkeeping and reporting. **This online option is available to UI staff/faculty only; undergraduate and graduate students, as well as postdoctoral scholars and fellows must complete an instructor-led program.**

### D) Monitoring:

The Office of Equal Opportunity and Diversity, in consultation with the Provost’s Office, provides centralized oversight and monitoring of compliance with this mandatory sexual harassment prevention education requirement on an annual basis. Human Resources Unit

Representatives may access online tools to track compliance with the mandated education via the Employee Self Service website (<https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/> ) under the *Administration Tab, Data Access, HR Reports, Training Reports, SH Training by Department Report*. Additional sexual harassment training reports are available to track compliance rates and individual attendance from the same site.

**E) For more information** about the Sexual Harassment Prevention Education requirement, please contact Jennifer Modestou, Director, Office of Equal Opportunity and Diversity, 335-0705 (phone) or [jennifer-modestou@uiowa.edu](mailto:jennifer-modestou@uiowa.edu) (email).

cc: Monique DiCarlo, Sexual Misconduct Response Coordinator  
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Jennifer Modestou, Director, Office of Equal Opportunity and Diversity  
Senior Human Resources Leadership Council Members  
Associate Deans for Faculty