

Procedures

Information about harassment and harassment complaint forms are available from the following offices: Student Development, Multicultural Center, Residence Life, Student Affairs, University Ministry, Counseling Center, Recreational Sports, Student Health Service, International Programs and Public Safety. The Office of Human Resources may be contacted for counseling and assistance relating to affirmative action issues. Anyone with a question or concern about harassment is encouraged to contact one of the above offices for counsel and assistance.

Harassment complaints about a student should be filed with the Office of Student Development on a Harassment Complaint Form. Harassment complaints about an employee (including a student employee) should be filed with the employee's immediate supervisor. If the complaint is with the immediate supervisor, the employee should contact the supervisor's immediate superior. A complaint about a guest or visitor should be called to the attention of the host or the supervisor of the area or event where the concern has arisen.

The right of confidentiality for any party involved in a harassment incident, including the complainant and the charged, will be respected insofar as it does not interfere with the university's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

Any student or employee may also contact the affirmative action officer for counseling and assistance.

Sexual Harassment

Marquette University is committed to maintaining an environment in which the dignity of each member of its community is respected. Sexual harassment by or of either sex is prohibited by state and federal law. It is a violation of the university sexual harassment policy for anyone — faculty, staff, students or other individuals who may be present on Marquette's campus or in any other location for a Marquette-sponsored activity — to engage in any form of sexual harassment or to retaliate in any way against an individual who has initiated a sexual harassment complaint. The university maintains a "zero tolerance" stance towards sexual harassment and will address and investigate all complaints in a timely, comprehensive and equitable fashion. Violators of this policy will be subject to appropriate corrective and disciplinary action, up to and including separation or termination from the university.

Academic and non-academic management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the university community, faculty, staff and students, are required to promptly report, pursuant to these policies and procedures, conduct that could be in violation of this policy.

Sexual harassment is defined, within the workplace for employees and/or within the academic and/or residential experience for students, as any unwelcome sexual advances, demands, requests for sexual favors, innuendoes or any other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom. Bona fide "consensual" relationships likewise shall not be considered harassment under the intent of this policy.

The university will:

1. Respond to every formal complaint of sexual harassment reported;
2. take action to provide remedies when sexual harassment is discovered;
3. impose appropriate sanctions on offenders in a case-by-case manner; and
4. protect the privacy of all those involved in sexual harassment complaints to the extent it is possible.

Reporting Suspected Sexual Harassment

Any employee or student with a sexual harassment concern or question, prior to filing a formal complaint, may contact the Department of Human Resources affirmative action officer for counsel and assistance. Any individual, employee or student, who believes that he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, must report this information immediately to one of the following reporting officials:

1. The Affirmative Action officer
2. The director of human resources and employee benefits
3. The dean of student development
4. The vice provost
5. The Department of Public Safety
6. The complainant's supervisor, where the supervisor is not the accused

Reports/complaints received in any of these offices in which the accused is an employee (faculty, administrator, staff or student employee) must, in turn, be immediately reported to the Department of Human Resources affirmative action officer. Reports/complaints received by any of these offices in which the accused is a student (other than students accused in their capacity as employees) must, in turn, be immediately reported to the dean of student development, who will process such complaints pursuant to the procedures set forth in the university policies and procedures. Reports/complaints in which the accused is neither a Marquette employee nor student (e.g., vendors, visitors, etc.) shall be processed consistent with any other complaint by notifying one of the six reporting officials above, although the university reserves the right to alter or modify the procedures outlined below, in its sole discretion, in order to effectively handle these complaints.

Copies of all sexual harassment complaints shall be forwarded immediately upon receipt by the Department of Human Resources or the dean of student development to the senior vice president or provost or his/her designee. The