

## **Notice of Non-Discrimination and Grievance Procedure**

It is the policy of Chatham University not to discriminate on the basis of race, color, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status in its educational programs and policies, co-curricular activities, scholarship and loan programs, or employment practices. Specific inquiries regarding these matters may be directed to the Assistant Vice President of Human Resources: Chatham University, Woodland Road, Pittsburgh, PA 15232, 412-365-1680.

Moreover, as a recipient of Federal financial assistance, Chatham also complies with recent federal regulations contained in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Executive Order 11246, which concerns Affirmative Action.

Chatham pledges to uphold and protect the rights of its students and employees with regard to these laws. To this end, the University has instituted the following grievance procedures. Any student or employee of the University who feels that any form of discrimination or harassment has occurred should use the following procedures for a fair and equitable resolution of the grievance. Any grievant also has the right to file a complaint as appropriate with the Office of Civil Rights, U.S. Department of Education, in Washington D.C., the Pennsylvania Human Relations Commission, or the Equal Employment Opportunity Commission.

### **General Procedure for Discrimination Grievances**

1. The grievant should first discuss the grievance informally with his or her instructor, department chair or immediate supervisor, or Assistant Vice President of Human Resources. The parties will discuss the grievance and attempt to reach a resolution on an informal basis. This informal procedure should take place no more than two weeks after the occurrence of the alleged grievance.
2. If the grievant is not satisfied with the outcome of the informal grievance procedure, he or she may appeal to the Vice President for Student Affairs for grievances filed by students or the Senior Vice President for Finance and Administration for grievances filed by faculty and staff.

For this appeal, the grievance must be written and provide the reviewer with adequate details of the alleged grievance. The respondent to the grievance will also submit a written statement detailing the events and his/her response to the grievance. These materials should be submitted within two weeks following the conclusion of the informal procedure. After review of the written materials and conferences with each of the involved parties, the appropriate administrator will render a decision on the matter within one week of receipt of the materials and the conclusion of the conferences.

3. If the grievant is not satisfied with the decision of the appropriate administrator, he/she may appeal, within one week to the President of the University, who will review the entire record of the grievance and make a final determination within one week of the appeal request.

If Chatham determines that unlawful discrimination has occurred, immediate and adequate corrective action will be taken in accordance and commensurate with the circumstances involved in order to address the discriminatory conduct of the grievant and others, if applicable. Chatham will also take steps and implement corrective action policies to prevent the recurrence of any discrimination.

**Policy Effective Date: May 1, 2016**