

MEMORANDUM

DATE: April 1, 2009
TO: All Faculty and Staff
FROM: Keith Grimm, Director of Human Resources
RE: Revised Harassment Policy and Procedures

Dear Campus Community:

Willamette University strives to provide a community where students, faculty, staff and others learn, live, teach and work together in an environment free of all forms of harassment, exploitation, intimidation and discrimination. Harassment, as a form of discrimination, is demeaning to all persons involved, and subverts the mission of the University.

With this vision in mind, a task force was recently appointed by the President's office to undertake a comprehensive review of our policy, practices, and procedures related to harassment. This committee includes me, David Douglass, Associate Dean for CLA, Jim Bauer, Vice President for Administrative Services, and Kristen Grainger, Vice President/Executive Assistant to the President and the University's Title IX Coordinating Officer. The review has been completed and the result is the establishment of documented procedures for the handling of complaints related to harassment, as well as a small change in our existing harassment policy referring to the new procedures as addendum to the policy. The new procedures provide Willamette community members with greater detail as to options for addressing discrimination-based harassment, and how such claims are handled at Willamette once reported. The slightly revised policy, and newly documented procedures, can be found on our Human Resources website at www.willamette.edu/dept/hr/policy_harassment. For those receiving this notice in hard-copy, the policy and procedures are attached.

While our policy provides guidance as to what may constitute harassment, Human Resources has also launched a new program that can help increase awareness. As is always the case, education is the best path to understanding. In the coming months, Willamette community members will hear more from us concerning different options for harassment education. Nevertheless, this announcement seemed the perfect opportunity to provide introduction to the new on-line program. Hosted by New Media Learning, this web-based, interactive tutorial is tailored to higher education and includes modules specific to supervisory and non-supervisory staff, faculty, and students. You will find a link to the program through the Human Resources website under "Training and Development", or you can go directly to the following URL:

<http://training.newmedialearning.com/psh/willametteu/>

Thank you for your commitment to helping ensure a safe, secure and welcoming environment for all Willamette community members. If you have any questions about the new policy and procedures, please contact me at (503) 370-6210. If you are interested in learning more about the options we have available for harassment education in your department, please contact Wendy Gleason in our Training & Development Resources Center at (503) 779-2105.