



UNIVERSITY OF NORTH CAROLINA WILMINGTON

MEMORANDUM

TO: Faculty and Staff

FROM: Denise A. Battles
Provost and Vice Chancellor for Academic Affairs

DATE: October 6, 2014

SUBJECT: Key Policies

[Please print and post this for individuals in your unit who do not have regular access to Email.]

UNCW strives to maintain the best working and learning environment reasonably possible. It is important for all members of our faculty and staff to be aware of and adhere to the following key policies:

UNCW Harassment Prevention Policy

http://www.uncw.edu/policies/documents/02.200_Unlawful_Harassment.050605.pdf

UNCW Harassment Resolution Procedures

<http://www.uncw.edu/policies/documents/02210HarassmentResolutionProcedures.Dec09.pdf>

Improper Relationships

http://www.uncw.edu/policies/documents/02.220_Improper_Relationships.050605.pdf

Reaffirmation of Commitment to Equal Education and Employment Opportunity

<http://www.uncw.edu/hr/employment-affirmative.html>

The university offers educational sessions on these policies. Note that all faculty and staff are required to participate in harassment awareness education every three years including participation in a live session within the first year of employment. The goals of the education are for employees to understand which behaviors constitute harassment, learn where to bring concerns or to report allegations, know their rights, and learn how to create a work and learning environment which is free of harassment.

In order to make your participation as convenient as possible, two options are provided: online and in-person. To access the online course, go to:

<http://www.uncw.edu/hr/harassment-conferences-registrationform.html>

With regard to the in-person option, each semester the offices of Human Resources and General Counsel present harassment awareness mini-conferences. These sessions last about two and half hours and consist of interactive small group discussions based on multiple case studies. Fall 2014 dates are October 17th and November 19th.

Human Resources will contact departments with information about which employees are due for the training. If you have not attended in person or completed the online version, please plan to do so.

I thank you in advance for joining me in completing this obligation, which is important to making UNCW a supportive academic environment.

If you have questions regarding the content of the sessions, please contact JoAnn McDowell in HR or Rob Hoon in General Counsel's office. If you have questions regarding the registration, please contact Liz Grimes in HR.