

Jacksonville University Sexual Harassment Committee

The Jacksonville University Sexual Harassment Committee is composed of twelve members of the University community and directed by the Sexual Harassment Officer. The committee is appointed by the President and includes people of both genders representing students, faculty, staff and administrators. Members serve two year terms.

Jacksonville University Sexual Harassment Committee 2013-2014

Sexual Harassment Officer

Dr. Lynnette Kennison, *Associate Professor of Nursing*
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Sexual Harassment Committee

Faculty:

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Students:

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Ms. Elizabeth Rossi.....erossi1@jacksonville.edu

Ms. Michelle Davidson.....mdavids7@jacksonville.edu

This is a summary of the policy and procedures regarding sexual harassment at Jacksonville University. Nothing contained in this summary alters the policy and procedures as detailed in the complete policy. For a complete copy, please contact the Human Resources Office at 256-7025, the Dean of Student's Office at 256-7067, or the Counseling Center at 256-7180.

JACKSONVILLE
UNIVERSITY

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*Prepared for the faculty, staff
and students of
Jacksonville University.*



**SEXUAL
HARASSMENT**

*What is it?
What to do about it?*

A SUMMARY OF JACKSONVILLE UNIVERSITY POLICY AND PROCEDURES REGARDING SEXUAL HARASSMENT

What is sexual harassment?

To establish and maintain a campus environment in which the dignity and worth of all members of the community are respected, Jacksonville University has a policy prohibiting sexual harassment and established procedures for responding to complaints.

In summary, sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature, when:

- A. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, education, or enrollment;
- B. submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or
- C. such conduct has the purpose or effect of interfering with an individual's work performance or academic experience, or creates an intimidating, hostile, or offensive work or academic environment.

Sexual Harassment may involve persons of the same or opposite sex, students, faculty, staff, or administrators. Prohibited conduct includes using sexual favors as a basis for actions affecting an individual's welfare as a student or employee, flagrant

or repeated sexual advances, requests for sexual favors, physical contact or verbal behavior that harms another's work or academic performance, and expressive behavior of a sexual nature unrelated to subject matter in an instruction setting. Making false or malicious claims of sexual harassment is also prohibited. Jacksonville University strongly discourages any consenting sexual or romantic relationship between a member of the University community and someone for whom he or she has professional or academic responsibility. If a complaint is lodged by one party to a consensual relationship against the other and the facts establish a power differential between the accused and the complainant, the accused will be presumed to have violated this policy unless he/she clearly proves that there was genuine consent to the relationship from the complainant.

What to do about sexual harassment.

If you believe that you have been subjected to sexual harassment, you may initiate an informal or formal procedure to resolve your complaint. All complaints of sexual harassment will be handled promptly, treated with discretion and investigated fully and fairly.

Informal Procedures

If you choose to pursue the informal complaint procedure, you should report it to a receiving officer. For students, that would be the Dean of Students or any counselor in the Student Counseling Center. Faculty should contact their academic dean or a member of the Sexual Harassment Committee; staff and administrators should contact the Director of Human Resources or a member of the Sexual

Harassment Committee. An informal complaint must be made no more than thirty days after the incident. Upon receiving a complaint, a receiving officer will counsel the complainant on the various options available and assist in attempts to resolve the complaint.

Formal Procedures

If you choose not to utilize the informal complaint procedure, or if the complaint cannot be resolved informally, you may choose to pursue a formal complaint. The complaint must be made in writing and given to the Sexual Harassment Officer or a member of the University's Sexual harassment Committee. A formal complaint must be made no more than 180 days after the incident, or 120 days following final action on an informal complaint.

All formal complaints will be reviewed by a Sexual Harassment Panel composed of four members of the Sexual Harassment Committee plus the Sexual Harassment Officer. Following a thorough investigation, a comprehensive, written report will be prepared that details the findings, determines if there is cause to believe the sexual harassment policy was violated, and include any actions recommended. Depending on the nature and severity of the violation, the University reserves the right to impose sanctions including, but not limited to termination of employees and dismissal of students.