

Equal Opportunity and Affirmative Action Statement

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles, which are integrally woven into the university's mission. The University is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

The University follows the *New Jersey State Policy Prohibiting Discrimination in the Workplace*.

COMPLAINT PROCEDURES FOR STUDENTS

- I. **Depending on the complaint, violations of the policy prohibiting discrimination and sexual harassment may be adjudicated through the Kean University student conduct process.**

- II. **Internal Complaint Process**
 - A. Reporting
 1. All discrimination complaints must be reported to the Affirmative Action Officer. Anyone who believes that they have been subjected to discrimination, including sexual harassment, is encouraged to report the matter promptly. Early resolution of complaints can benefit the complainant, the respondent, and the University as a whole. Late reporting may impede a satisfactory resolution or hamper a proper investigation.
 2. Any individual (except one who has a legally protected privilege) who has knowledge of conduct involving harassment or who receives a complaint of harassment should immediately inform the Affirmative Action Officer. Such information will commence these procedures.
 3. Complaints will be handled with sensitivity throughout the process. Confidentiality will be maintained to the extent possible.
 4. Reporting a complaint to the Affirmative Action Officer does not preclude a student from filing a complaint with outside agencies.

B. Resolution Process

1. Intervention

- a) The initial effort in the internal procedure is to informally resolve the matter between the individuals directly involved with the intervention of the Affirmative Action Officer. This requires voluntary agreement of the parties, and focuses on resolution of the complaint rather than assignment of motive or blame. The complainant may, at any time, end the informal process and proceed with a formal written complaint.
- b) All parties have the right to be accompanied by an advisor of their choice at every stage of the internal process. An adviser's role is to support and advise the complainant or respondent. Any further participation in the process is at the discretion of the Affirmative Action Officer.
- c) Actions taken by the Affirmative Action Officer to informally resolve a complaint may include, but are not limited to:
 - listening to the complainant to determine desired action;
 - advising the parties about the University's discrimination policy and procedures;
 - having the complainant meet with the respondent and the Affirmative Action Officer to discuss the complaint; and
 - meeting with administrators or other appropriate individuals to resolve the matter.

2. Investigation

- a) If the complaint cannot be resolved by the intervention of the Affirmative Action Officer or the complainant does not wish to engage in intervention, a formal written complaint must be filed with the Affirmative Action Officer.
- b) A formal written complaint must specify the nature of the charge and should include the complainant's name and address, dates of particular events, names of possible witnesses, the remedy requested, and any other information relevant to the charge. The complaint must be signed and dated.
- c) The Affirmative Action Officer will contact the respondent and the respondent will be given the opportunity to respond to the complaint.
- d) The Affirmative Action Officer will conduct a prompt investigation and submit an investigative report to the President. The President will issue a final determination letter on the complaint to the complainant and respondent.

III. **External Agencies**

Students can file a complaint directly with external agencies that investigate discrimination/harassment charges in addition to utilizing this internal procedure. The time frames for filing

complaints with external agencies indicated below are provided for informational purposes only. An individual should contact the specific agency to obtain exact time frames for filing a complaint.

Violations of Title IX:

Office for Civil Rights, New York Office
United States Department of Education
75 Park Place, 14th Floor
New York, NY 10007-2146
(212) 637-6466; TTY: (870) 521-2172

Violations of the New Jersey Law Against Discrimination (NJLAD):

**Division on Civil Rights, N. J. Department of Law & Public Safety
(Filing period - 180 days)**

Newark Regional Office
31 Clinton Street
P.O. Box 46001
Newark, NJ 07102
(973) 648-2700

Paterson Regional Office
100 Hamilton Plaza
8th Floor
Paterson, NJ 07505-2109
(973) 977-4500

Trenton Regional Office
140 East Front Street, 6th Floor
P.O. Box 90
Trenton, New Jersey 08625-0090
(609) 292-4605

Camden Regional Office
One Port Center, 4th Floor
2 Riverside Drive, Suite 402
Camden, NJ 08103
(856) 614-2550

Atlantic City Office
26 Pennsylvania Avenue
3rd Floor
Atlantic City, NJ 08401
(609) 441-3100

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