Internal Complaint Resolution Procedures for Formal Complaints of University Prohibited Harassment or Discrimination

If you believe you have been harassed or discriminated against based on a protected class prohibited in the University's Notice of Nondiscrimination Policy (i.e., "Prohibited Harassment or Discrimination"), you may first try to resolve the issue by talking with your supervisor. If you are not satisfied with the outcome of that discussion or do not feel comfortable talking with your supervisor about the issue, please follow the general steps for resolution outlined below:

1. An employee or student alleging harassment or discrimination based on a protected class prohibited in the University's Notice of Nondiscrimination should report the alleged harassment directly to East Carolina University's Associate Provost for Equity and Diversity, who also serves as the Title IX Coordinator and ADA/Section 504 Compliance Officer, within 30 calendar days of the alleged harassing or discriminatory action. [Please note: Complaints of prohibited harassment or discrimination against students should be reported directly to the Dean of Students Office.]

2. Written complaints outlining the nature of the alleged harassment or discrimination should be submitted via the online Grievance Reporting Form available at the following web address: http://www.ecu.edu/oed. Please select the link entitled, "Submit a Grievance" in the Protected Class Grievances section. Grievance Reporting Forms submitted via this process are transmitted directly to the Office for Equity and Diversity to:

   LaKesha Alston
   Associate Provost for Equity and Diversity
   East Carolina University
   Suite G-406, Old Cafeteria Building
   Greenville, North Carolina 27858

3. Once a written complaint is received, the Associate Provost will review the complaint. The Associate Provost will confirm receipt of the complaint and provide any guidance regarding appropriate next steps in the review to the person who filed the complaint.

4. A determination based on the findings from the Associate Provost's investigation of the allegations will be communicated in writing to the employee or student who filed the complaint, the individual(s) who responded to the complaint and the divisional vice chancellor within approximately sixty (60) calendar days from receipt of the written complaint.

5. If an employee or student is not satisfied with the determination based on the findings from the Associate Provost for Equity and Diversity, the individual has thirty (30) calendar days from the date he or she received written notification of the determination made to submit a letter or intent to appeal to:

   LaKesha Alston
   Associate Provost for Equity and Diversity
   East Carolina University
   Suite G-406, Old Cafeteria Building
   Greenville, North Carolina 27858

6. Any act by a University employee or student of reprisal, interference, restraint, penalty, discrimination, coercion, retaliation, or harassment against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates University policy. Accordingly, members of the University community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to responsibly use University policies.

7. Information regarding the rights and responsibilities of the complainant, the respondent(s), and any witnesses is available at our office website: http://www.ecu.edu/oed.

8. Additional information regarding discrimination and harassment prevention and resolution, to include helpful definitions and frequently asked questions (FAQ's) is available by visiting: http://www.ecu.edu/oed.

9. The above procedures are intended to provide a general outline of the process followed in resolution of formal complaints of harassment/discrimination. University policy includes multiple grievance procedures that are followed based on the identity of the person the complaint is against (i.e. students, faculty, staff, EPA non-faculty, etc.). Additional information is available in the ECU Faculty Manual, the ECU EEO Plan, and the ECU Student Handbook online. The Office for Equity and Diversity will consult and advise about specific procedural matters when necessary.

Any student who has an issue or concern in regard to his or her rights under Title IX may inquire first with the Dean of Students Office. Any member of the University community desiring information or having a complaint or grievance in regard to these provisions should contact the Associate Provost for Equity and Diversity, who also serves as the Title IX Coordinator and ADA/Section 504 Compliance Officer, LaKesha Alston, Office for Equity and Diversity, Suite G-406 Old Cafeteria Building, East Carolina University, Greenville, NC 27858-4353. Telephone 252-328-6804. Internet: www.ecu.edu/oed.

East Carolina University is an equal opportunity/affirmative action university that accommodates the needs of individuals with disabilities.