Procedures for Reporting Unlawful Discrimination, Harassment and/or Related Retaliation

Protected class complaints brought against CSS, SHRA, and EHRA Non-faculty employees, volunteers, and other third parties under circumstances within the University’s control should follow the general complaint procedures as outlined below except complaints filed by an ECU SHRA employee*, which are governed by the procedures presented in East Carolina University’s Mediation and Grievance Procedure for SHRA Employees in the University Policy Manual.

An individual alleging conduct prohibited in the University’s Notice of Nondiscrimination and Affirmative Action Policy (i.e., unlawful discrimination, harassment and/or retaliation) should report the alleged conduct directly to East Carolina University’s Associate Provost for Equity and Diversity, Title IX Coordinator and ADA/Section 504 Compliance Officer within 180 calendar days of the alleged discriminatory or harassing action.

1. Complaints outlining the nature of the alleged conduct can be submitted to the Associate Provost for Equity and Diversity by any of the following means:
   1. Completing the online Grievance Reporting Form (http://www.ecu.edu/oed/grievance-form.cfm)
   2. Submitting a written report in person or via mail using the contact information below
   3. Submitting a report verbally in person or by telephone using the contact information below
      Office for Equity and Diversity
      East Carolina University
      Suite G-406, Old Cafeteria Building
      Greenville, North Carolina 27858
      (252) 328-6804
      oed@ecu.edu

2. The person who filed the complaint (“Complainant”) will receive confirmation of receipt and will be provided with any guidance regarding appropriate next steps in the review and/or investigation.

3. A determination based on the findings from the investigation of the allegations will be communicated in writing to the individual who filed the complaint, the individual(s) who responded to the complaint (“Respondent”) and the divisional vice chancellor within approximately sixty (60) calendar days from the initiation of the investigation.

4. If the Complainant or Respondent is not satisfied with the determination based on the findings, the individual can file a formal appeal to the Chancellor. The individual has thirty (30) calendar days from the date he or she received written notification of the determination made to submit a letter of appeal to:
   LaKesha Alston Forbes
   Associate Provost for Equity and Diversity
   Title IX Coordinator and ADA/Section 504 Compliance Officer
   East Carolina University
   Suite G-406, Old Cafeteria Building
   Greenville, North Carolina 27858

   The final decision will be communicated to the person who filed the appeal and relevant parties within approximately thirty (30) calendar days of being referred to the Chancellor for appeal.

5. A complaint may also be filed with the U.S. Equal Employment Opportunity Commission (http://www.eeoc.gov), U.S. Department of Education’s Office for Civil Rights (http://www2.ed.gov/about/offices/list/ocr/index.html), or the North Carolina Civil Rights Division of the Office of Administrative Hearings (http://www.ncoah.state.nc.us/civil).

6. Any act of retaliation, interference, restraint, penalty, discrimination, coercion, reprisal, intimidation, threats, or harassment against an individual for using applicable policies responsibly (including making a change of unlawful discrimination; testifying, assisting, or participating in a hearing, proceeding, review process or investigation of discrimination; opposing an illegal act; requesting a reasonable disability or religious accommodation; or exercising any other right protected by the Notice of Nondiscrimination and Affirmative Action Policy) violates University policy.

7. Additional information regarding discrimination and harassment prevention and resolution is available by visiting: http://www.ecu.edu/oed.

8. Any individual who has a question about these procedures should contact LaKesha Alston Forbes, Associate Provost for Equity and Diversity, Title IX Coordinator and ADA/Section 504 Compliance Officer by email (oed@ecu.edu) or phone (252-328-6804).

* Consistent with the Mediation and Grievance Procedure for SHRA Employees, SHRA employees who wish to retain their appeal rights under those procedures must file a complaint no later than fifteen (15) calendar days after the grievable adverse action. If a complaint is filed after fifteen (15) calendar days then the general complaint procedures outlined above will apply.

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