

# APPENDICES

## TROY UNIVERSITY POLICY ON HARASSMENT

### I. Statement of Philosophy

Troy University is proud of its tradition of friendly and congenial relations between students and employees (faculty, staff and administrators). The University is committed to maintaining an environment that nourishes respect for the dignity of each individual and creates an atmosphere in which students and employees can interact productively. In keeping with these goals, harassment by anyone (whether in the classroom, the office, at a University sponsored function, or within any University environment) will not be tolerated.

### II. Definition of Harassment

For purposes of Troy University's policy, harassment is defined as a course of comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, sexual orientation, color, pregnancy, disability, or veteran status. It can include comments or conduct by a person in a position of authority that is intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individual's grade(s), status, or job. Harassment can also occur between people of similar authority. Harassment occurs when it is known or ought reasonably to be known that such comments or conduct would be unwelcome.

Examples of harassment include gestures, remarks, jokes, taunting, innuendo, display of offensive materials, threats, insinuation, or other behavior that is intended to or has the effect of intimidating, humiliating, or creating a hostile work environment.

14. Asking questions about sexual conduct or sexual orientation or performances.
15. Offensive, repeated requests for dates, even if made after work.
16. Continued advances of a sexual nature which are re-

jected, even after the parties break off a consensual relationship.

is a victim of harassment to try to resolve the problem informally

with the person directly responsible for the harassment. This is not, however, a prerequisite for reporting or filing a complaint. The University also encourages those witnessing harassment to report such behavior.

The University recognizes that an individual may be reluctant and/or embarrassed to complain about harassment. As a consequence of this reluctance, the University provides the following reporting avenues:

1. A student may report a complaint to any member of the University's Harassment Response Team or the Student Services Office. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
2. A faculty or staff member may report a complaint to the appropriate supervisor, dean, director, or vice chancellor who, in turn, will inform the complainant of the need to report the complaint to the Harassment Response Team. An individual who is uncertain about the appropriate person to whom the complaint should be addressed may direct the complaint to the campus Director of Human Resources. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
3. University visitors may report a complaint to the campus Office of Human Resources or call the Troy campus Office of Human Resources at (334) 670-3710.

4. At University College locations, the procedure for reporting will follow the same guidelines as 1 and 2 above with coordination through the Site Director (unless the Site Director is the accused or the accuser)che

**VI. Sanctions***A. Employees*

Potential sanctions for harassment include the following:

- Disciplinary warning/reprimand
- Referral to appropriate counseling
- Reassignment
- Temporary suspension
- Termination

*B. Students*

Potential sanctions for harassment include the following:

- Disciplinary warning/ reprimand
- Disciplinary probation
- Suspension
- Expulsion

**VII. Appeals**

A party who is not satisfied with the disposition of the findings of the Harassment Response Team may appeal to the Chair, Personnel Advisory Committee for a second review, and, if necessary, a formal hearing, in accordance with the hearing procedures outlined in the Faculty Handbook, Staff Handbook, or Oracle as appropriate.

Troy University compiles and maintains information about students which facilitates educational development of the student and effective administration of the university. To better guarantee the rights and privacy and access as provided by the Family Edu-

**5. LOCATION OF RECORDS.**

The university has designated the following officials or their equivalents at the branches as responsible for student records within their respective areas of responsibility:

- A. Provost
- B. Vice Chancellor for Student Affairs
- C. Vice Chancellor for Financial Affairs
- D. University Registrar
- E. Deans of various schools within the university

These officials shall hereinafter be referred to as “records officials.” Each official is responsible for maintaining a listing of student records within such records official’s area of responsibil-

such a request on file prior to destruction, no copy of records to be destroyed need be furnished the student.

**15. COST OF COPIES.**

Any copies of records furnished at the request of a student shall be subject to the payment of a reasonable fee, to be established by the university from time to time, for such service.

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**COURSE PREFIXES (KEY TO ABBREVIATIONS)**


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ACT..... Accounting  
 AEG..... American English Group  
 ANT..... Anthropology  
 ART..... Art and Design  
 AS..... Aerospace  
 AT..... Athletic Training Education  
 BIO..... Biology  
 BUS..... Business  
 CDC..... Cross Discipline  
 CHM..... Chemistry  
 CJ..... Criminal Justice  
 CLA..... Classics  
 COM..... Communication  
 CS..... Computer Science  
 DRA..... Dramatic Arts  
 ECE..... Early Childhood Education  
 ECO..... Economics  
 EDU..... Education  
 ELE..... Elementary Education  
 ENG..... English  
 FIN..... Finance  
 FLN..... Foreign Language  
 FRN..... French  
 GEM..... Geomatics  
 GEO..... Geography  
 GER..... German  
 GRK..... Greek  
 HIS..... History  
 HON..... University Honors Program  
 HPR..... Health and Physical Education  
 HS..... Human Services  
 IED..... Interdisciplinary Education  
 IS..... Information Systems

JRN..... Journalism  
 LAT..... Latin  
 LAW..... Law  
 LDR..... Leadership  
 MB..... Marine Biology  
 MGT..... Management  
 MKT..... Marketing  
 MSL..... Military Science and Leadership  
 MT..... Medical Technology  
 MTH..... Mathematics  
 MUI..... Music Industry  
 MUS..... Music  
 NSG..... Nursing  
 PHI..... Philosophy  
 PHY..... Physics  
 POL..... Political Science  
 PSY..... Psychology  
 QM..... Quantitative Methods  
 RED..... Reading/Literacy  
 REL..... Religion  
 RHB..... Rehabilitation  
 RMI..... Risk Management and Insurance  
 SCI..... Science  
 SED..... Secondary Education  
 SOC..... Sociology  
 SPE..... Special Education  
 SPH..... Speech Communication  
 SPN..... Spanish  
 SS..... Social Science  
 SWK..... Social Work  
 TROY..... Troy University

