UNIVERSITY RULE

08.01.01.M1 Civil Rights Compliance

Approved February 29, 2012
Revised September 16, 2016
Next scheduled review: September 16, 2021

Rule Statement

Texas A&M University (TAMU) will provide equal opportunity to all employees, students, applicants for employment and admission, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information, veteran status, sexual orientation, gender identity or any other legally protected status.

Reason for Rule

This Rule supplements System Regulation 08.01.01, by designating the Official Contacts for the receipt, investigation, and resolution of illegal discrimination, sexual harassment, and/or related retaliation complaints.

Rule and Responsibilities

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1. RESPONSIBILITIES

Any employee who experiences, observes, or becomes aware of illegal discrimination, sexual harassment, and/or related retaliation must promptly report the incident(s).

A student and third party should also promptly report the incident(s).

Only certain employees may keep reports of violations confidential: licensed health care personnel and licensed counselors when acting in this capacity as part of their official employment. All other employees informed of possible illegal discrimination, sexual harassment, and/or related retaliation should advise the reporter that they cannot keep the information confidential and are required to report it. Employees should also inform the reporter where confidential guidance can be obtained (see section 2 below).

Non-confidential reporting is considered private but not confidential. The designated official or designee is responsible for evaluating requests for privacy. Although the confidentiality of information received, the privacy of the individuals involved, and the wishes of reporting party, complainant, and/or alleged offender cannot be guaranteed, they will be protected to the extent possible. The university is committed to protecting the privacy of all involved parties, and will maintain information in a secure manner.

2. CONFIDENTIAL REPORTING OPTIONS

For confidential reporting:

2.1 TAMU - College Station Campus – A student can contact the Student Counseling Service at 979-845-4427 and Student Health Services at 979-458-8316. A faculty or staff member can contact a licensed counselor in the Employee Assistance Program at 979-845-3711.

2.2 TAMU - School of Law – A student can contact a licensed counselor through the Student Assistance Program and Work-Life Services Program at 855-270-3349 (TTY: 711). A faculty or staff member can contact a licensed counselor in the Employee Assistance Program at 979-845-3711.

2.3 Texas A&M Health Science Center (TAMHSC) – A student can contact a licensed counselor in TAMHSC locations shown below. A faculty or staff member can contact a licensed counselor at Deer Oaks Employee Assistance Program, 888-993-7650, or eap@deeroaks.com.

2.4 TAMU at Qatar (TAMUQ) – A student can contact a licensed counselor in Student Affairs at 974-4423-0136. A faculty or staff member can contact TAMUQ Human Resources at 1+974-4423-0434 or hr@qatar.tamu.edu for information related to confidential reporting.

2.5 TAMU at Galveston – A student can contact a licensed counselor at Siebel Student Services Center at 409-740-4736. A faculty or staff member can contact a licensed counselor in the Deer Oaks Employee Assistance Program at http://www.tamug.edu/hrd/Employees/EAP.html.

3. CIVIL RIGHTS COMPLAINT REPORTING AND PROCESSING

3.1 Designated Officials:

Students, faculty, non-faculty employees, third parties, and applicants for employment or admission should report incident(s) to the appropriate designated official below who handles alleged violations committed by students, faculty, staff, and third parties.

3.1.1 Texas A&M University – College Station Campus and Mays Business School (Houston location)

If the alleged offender is a:	STUDENT	FACULTY	STAFF or THIRD PARTY
Then the official contact is:	Dean of Student Life TAMU Bizzell Hall Room 103 College Station, TX 77843-1257 TAMU Mail Stop 1257 studentlife@tamu.edu 979-845-3111	Dean of Faculties TAMU 108 YMCA Building College Station, TX 77843-1126 TAMU Mail Stop 1126 Dof@tamu.edu 979-845-4274	Director of Employee Support Services TAMU 750 Agronomy Road Suite 1201 College Station, TX 77843-1255 Mail Stop 1255 hrpolicy@tamu.edu 979-862-3331

3.1.2 Texas A&M University – School of Law

If the alleged offender is a:	STUDENT	FACULTY	STAFF or THIRD PARTY
Then the official contact is:	Asst. Dean of Student Affairs TAMU School of Law Fort Worth, TX 76102 studentlife@law.tamu.edu 817-212-4020	Dean of Faculties TAMU 108 YMCA Building College Station, TX 77843-1126 TAMU Mail Stop 1126 Dof@tamu.edu 979-845-4274	Asst. Dean, Finance & Admin. TAMU School of Law Fort Worth, TX 76102 studentlife@law.tamu.edu 817-212-4082 OR Vice President, Human Resources TAMU 750 Agronomy Rd, Suite 1201 College Station, TX 77843-1255 Mail Stop 1255 hrpolicy@tamu.edu 979-862-3331

3.1.3 Texas A&M Health Science Center

If the alleged offender is a:	STUDENT	FACULTY	STAFF or THIRD PARTY
Then the official contact is:	College Station campus - Dean of Student Life TAMU Bizzell Hall Room 103 College Station, TX 77843-1257 TAMU Mail Stop 1257 studentlife@tamu.edu 979-845-3111	For all locations: Dean of Faculties TAMU 108 YMCA Building College Station, TX 77843-1126 TAMU Mail Stop 1126 Dof@tamu.edu 979-845-4274	TAMHSC- Bryan campus Human Resources 200 Technology Way, Suite 2079 College Station TX 77845 979-436-9208 hr@tamhsc.edu

Then the official contact is:	Baylor College of Dentistry Associate Dean for Student Affairs BCD Main Building, RM 503 3302 Gaston Ave. Dallas, TX 75246 214-828-8232 College of Pharmacy- Assistant Dean for Student Affairs Room 140A, Kleberg Hall 1010 West Ave. B Kingsville, TX 78363 361-221-0648 College of Medicine Associate Dean for Student Affairs Health Professions Education Bldg. 1 Room 3085 8447 State Highway 47 Bryan, TX 77807 979 436 0239 College of Nursing Associate Dean for Student Affairs Health Professions Education Bldg. 1 Room 3016 8447 State Highway 47 Bryan, TX 77807 979-436-0110 School of Public Health Assistant Dean for Student Affairs Room 163, APH Administration Bldg. 214 Adriance Lab Road College Station, TX 77143 979-436-9356 Institute of Biosciences and Technology – Regional Human Resources Director Alkek Building Room 202 F 2121 W. Holcombe Blvd Houston, TX 77030 713-677-7725		Baylor College of Dentistry Regional Human Resources Director Room 524T BCD Main Building 3302 Gaston Ave. Dallas, TX 75246 214-828-8962 College of Pharmacy Human Resources Coordinator Room 140A, Kleberg Hall 1010 West Ave. B Kingsville, TX 78363 361-221-0685 College of Medicine, School of Public Health and College of Nursing Director of Human Resources 200 Technology Way, Suite 2079 College Station, TX 77843 979-436-9208 Institute of Biosciences and Technology - Regional Human Resources Director Alkek Building Room 202 F 2121 W. Holcombe Boulevard Houston, TX 77030-3303 713-677-7725

3.1.4 Texas A&M University at Qatar

If the alleged offender is a:	STUDENT	FACULTY	STAFF or THIRD PARTY
Then the official contact is:	Assistant Director of Student Affairs Texas A&M University at Qatar Suite 317 Engineering Building dsa-announce@qatar.tamu.edu +1 974-5588-6748	Assistant Dean of Academic Affairs Texas A&M University at Qatar Suite 253 Engineering Building academicaffairs@qatar.tamu.edu +1 974-4423-0014 OR Dean of Faculties Texas A&M University TAMU 1126 108 YMCA Building College Station, TX 77843-1126 USA dof@tamu.edu 979-845-4274	Director of Human Resources Texas A&M University at Qatar Suite 340 Engineering Building hr@qatar.tamu.edu +1 974-4423-0049

3.1.5 Texas A&M University at Galveston

If the alleged offender is a:	STUDENT	FACULTY	STAFF or THIRD PARTY
Then the official contact is:	Assistant Vice President for Student Affairs Texas A&M University at Galveston Seibel Student Services Center #101G Galveston, TX 77553 TitleIXStudents@tamug.edu 409-740-4598	Dean of Faculties Texas A&M University TAMU 1126 108 YMCA Building College Station, TX 77843-1126 USA dof@tamu.edu 979-845-4274	Executive Director of HR & Title IX Campus Coordinator Texas A&M University at Galveston Powell Marine Engineering Complex #123 Galveston, TX 77553 TitleIXCoordinator@tamug.edu 409-740-4503

3.2 The official contacts or designees can provide a list of resources for counseling, health, mental health, advocacy, legal and other services available to students, faculty and staff.

3.3 An employee's or student's complaint or appeal alleging illegal discrimination, sexual harassment and/or related retaliation should be filed within the timeline set forth in System Regulation 08.01.01.

3.4 Following the receipt of a complaint as provided in Section 3.1, the official contact or designee will promptly notify the System Ethics and Compliance Office, and the University's Title IX Coordinator (at TitleIX.Coordinator@tamu.edu or 979-845-0977) if the complaint alleges sexual harassment or another form of sex discrimination.

4. INVESTIGATIONS, SANCTIONS, DECISIONS, AND APPEALS

Texas A&M University will promptly and equitably resolve complaints. These procedures are as follows:

4.1 For complaints against students, see Student Rule 47, *Investigation and Resolution of Complaints Against Texas A&M Students for Sexual Harassment, Sexual Assault, Dating Violence, Stalking and Related Retaliation (SSDDSR)*, Student Rule 45, *Discrimination and Discrimination Appeals*, and Student Rule 26, *Student Conduct Proceedings*.

4.2 For complaints against faculty, see University Standard Administrative Procedure (SAP) 08.01.01.M1.02, *Investigation and Resolution of Complaints against Faculty Members for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges.*

4.3 For complaints against non-faculty employees and third parties, see University SAP 08.01.01.M1.01, *Investigation and Resolution of Complaints against Non-Faculty Employees and Third Parties for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges*.

Related Statutes, Regulations, or Rules

System Policy 08.01, Civil Rights Protections and Compliance

System Regulation 08.01.01, Civil Rights Compliance

System Regulation 32.02.02, Discipline and Dismissal of Nonfaculty Employees

System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees

System Regulation 32.01.01, Complaint and Appeal Procedure for Faculty Members

University Rule 12.99.99.M2, Faculty Grievances Procedure Not Concerning Questions of Tenure, Dismissal, or Constitutional Rights

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Contact Office

Those requiring more information on this rule and related matters should contact Human Resources at (979) 862-3331, or by email at hrpolicy@tamu.edu.

OFFICE OF RESPONSIBILITY: Human Resources