ENSURING COMPLIANCE WITH THE
SEXUAL HARASSMENT PREVENTION EDUCATION (SHPE) MANDATE
PER THE UI POLICY ON SEXUAL HARASSMENT

WHY?

● Campus mandates:
  - By UI Policy on Sexual Harassment
  - By the Regents (expect 100% compliance with sexual harassment prevention education (SHPE) mandate)

● Business necessity:
  - Court rulings, EEOC/Department of Education- Office for Civil Rights determinations have made rigorous policies, effective complaint procedures and regular anti-harassment/ anti-discrimination workforce education a business necessity to minimize and defend against liability arising from sexual harassment
  - Helps prevent behavior that may create a hostile environment for employment, education, on-campus living, or participation in University activities

● UI Strategic Plan
  - Attract and support a healthy and engaged workforce to maximize productivity, reduce costs, and achieve excellence.
  - Promote student success

WHO?

The UI Policy on Sexual Harassment requires education to all persons meeting the following criteria:
- Faculty and regular Staff (P&S and Merit) employed at 50% effort or greater;
- Graduate/Professional Teaching Assistants employed for at least one semester and any other students as identified by the Provost;
- Medical Residents/Fellows and Postdoctoral Research Scholars/Fellows employed at 50% effort or greater during the academic year; and
- Undergraduate Students working as University Housing Resident Assistants; and any other students identified by the VP for Student Life.

WHAT?

Persons covered by the SHPE mandate are required to take an initial UI-approved SHPE course and receive follow-up education every three years. Most employees may take an approved online or instructor-led course, with the exception of student employees, medical residents/fellows and postdoctoral scholars/fellows, who must complete an approved instructor-led course.

WHEN?

New Hires: Within six months of hire unless they are Academic Administrative Officers (AAOs) (see below for definition of AAOs)

AAOs: Within two months of hire or appointment to a position identified as an AAO

Current Employees: An approved refresher course must be completed no later than three years from the date an employee completed the last UI-approved SHPE course.
AAOs: Per UI Policy on Sexual Harassment, Academic Administrative Officers (AAOs) include the following:

a) Collegiate deans (including associate deans and assistant deans),

b) Faculty members with administrative responsibilities at the level of departmental executive officer (DEO) or above,

c) Any staff member whose primary job responsibility is to provide advice regarding a student's academic pursuits or other University-related activities,

d) Any faculty or staff member serving as departmental (or collegiate) director or coordinator of undergraduate or graduate studies, or as a director or coordinator of any departmental, collegiate, or University off-campus academic program (including any study-abroad program),

e) The President, Director of Equal Opportunity and Diversity, Sexual Misconduct Response Coordinator, vice presidents (including assistant and associate vice presidents), and Provost (including assistant and associate provosts), and those persons' designees,

f) Directors and supervisors in an employment context, including faculty and staff who supervise student employees, in relation to matters involving the employees they supervise (other than Department of Public Safety personnel when receiving criminal complaints or reports), and

g) Human resource representatives.

HOW?

Online Courses: Available through Self-Service (Personal Tab, Sexual Harassment Prevention Edu)
Supervisory and non-supervisory modules
Average length- 1 hr. (non-supervisory); 2hrs. (supervisory)

Instructor-led courses:
General: Register through UI Self-Service (Personal Tab, Sexual Harassment Prevention Edu)
Course length- scheduled for up to 1.5 hrs.
Course is open to supervisory and non-supervisory personnel

Unit-based: Contact Tiffini Stevenson Earl in EOD (5-0705 or diversity@uiowa.edu) to arrange for an approved instructor to come to your college/area (for groups of 20 or more only).

New Faculty Orientation: The Provost Office provides an approved SHPE session as part of New Faculty Orientation each August.

Responsibility to Ensure Compliance:

Provost and EOD: Jointly oversee and monitor compliance annually.
Deans/VPs: Monitor compliance at the collegiate/org level.
Sr. HR Leaders: Use “Training Reports” in UI Self-Service to monitor compliance at the collegiate/org level and consult on enforcement of SHPE mandate.

Unit HR Reps. and Supervisors: Use “Training Reports” in UI Self-Service to monitor compliance at the unit level; remind employees to complete approved programs in a timely manner; and consult with Sr. HR leader/assoc. dean to enforce SHPE mandate at the local level.

Resources:

Policy on Sexual Harassment: http://www.uiowa.edu/~our/opmanual/ii/04.htm

Questions: Contact EOD at diversity@uiowa.edu or call 5-0705.