

CLAS Sexual Harassment Training Reference Guide

To have a supportive and respectful work environment, all faculty and staff who hold at least a 50% appointment in the College are required to complete the Sexual Harassment Prevention Training offered through the University of Iowa's Equal Opportunity and Diversity. It is the department's responsibility to ensure department members are trained and that refresher courses are also completed every 3 years, these can be done online.

Category to complete SH Training	Type of SH Training	Deadline to complete training
Assistant Professors, Lecturers, and Visitors with annual/multi-year appointments	Instructor-led only*	By the end of the semester in which they were hired
Staff (hold at least 50% appt), returning Lecturers, Tenured Professors, Adjunct Faculty (regardless of % FTE), Emeritus Professors with teaching assignments, Visitors with short-term (one semester) and Post-docs	Instructor-led or Online	By the end of the semester in which they were hired
-TAs -Graduate Research Assistants who deal with students in any capacity	Instructor-led or Online	By the 8 th week (middle) of the semester in which they were hired NOTE: Period coincides with evaluation for oral communication competence
Academic Administrative Officers (AAOs) – e.g., Associate Deans, Dean, Department Executive Officers, Directors	Instructor-led or Online	By the end of the 2 nd month of their appointment
Refresher course for all classifications	Online	Every 3 years from the date of last SH training course

*** Special exceptions to this requirement should be sent to Wendy Evans (wendy-evans@uiowa.edu). Dean Curto will review and make a decision on these requests on a case-by-case basis.**

NOTE: Professional residents and individuals with complimentary appointments do not need to take the training.