RESPONSE TO GRADUATE STUDENTS EXPRESSING CONCERNS REGARDING HARASSMENT BY FACULTY OR STAFF*

Graduate Student

Graduate Coordinator or Unit Head ⇄ Associate Dean in School of Graduate Studies ⇄ Ombudsman

- Gather all details from the student, including a list of anyone else involved
- Notify the Dean of the SGS who may inform the appropriate Faculty Dean
- Assess the threat level, the type of complaint and severity
- WHERE APPROPRIATE, engage in discussions with the academic faculty or staff member and the student to informally resolve the issue

Is there an "immediate threat" to the health and safety of any person?

If you believe so, call 911 or Campus Security at ext. 36111

Is it "personal harassment" in that the conduct complained of is non-violent but hostile, belligerent, abusive or invasive in nature?

If you believe so, call the Department of Environmental Health & Safety at ext. 32999

Is the complaint "Human Rights" oriented? Does it involve sexual harassment, sexual violence or discriminatory harassment?

If you believe so, call the Queen's Human Rights Office at ext. 36886

NEXT, DEVELOP A RESPONSE PLAN

- Meet with the student and representatives of the other resources involved to develop a plan of action
- In matters where investigative or disciplinary measures may be invoked against the academic faculty member or staff, seek assistance from the SGS. The SGS will consult Faculty Relations or Employee and Labour Relations and the faculty dean who may then assume responsibility for dealing with the matter. In such an event the student will be informed
- Assess if a conversation with the academic faculty member or staff member by the unit head is now an advisable course of action

IMPLEMENT THE RESPONSE PLAN

- This is the responsibility of the unit head or graduate coordinator, in cooperation with the student
- The unit head is responsible for ensuring that other applicable resources are engaged and there is an understanding of who will do what

MONITOR THE RESPONSE PLAN (grad coord or dept head)

- At a minimum, engage in appropriate follow up with other resources
- Engage in continued communications with the student

*This flowsheet for administrators is a companion document to the factsheet *Information for Graduate Students about Harassment and Harassment Protocols at Queen's University*. Both pertain to grad students who perceive harassment in their role as students. Situations involving claims of harassment in their role as employees (e.g., as TAs) follow the *Queen's Workplace Harassment & Discrimination Policy*.