

		Section: A	Policy #: A-15	
	Approval:		Date: 10/2017 Review by: 10/2020	
				
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	Policy/Revision Submitted by: Dr. Deborah Garrison			
SUBJECT: SEXUAL AND OTHER FORMS OF HARASSMENT AND GRIEVANCE PROCEDURES				

I. POLICY:

In order to preserve the fundamental dignity and rights of all Methodist College employees or students or those seeking such status with the College, harassment of any form, whether on the basis of sex or any other protected class under the College’s Equal Opportunity and Non-Discrimination Policy, is prohibited. This policy provides guidelines for the reporting, investigation and disposition of instances of such harassment.

II. GENERAL INFORMATION:

Harassment and retaliation are contrary to the values of Methodist College, and it is the policy of the College to provide a workplace and learning environment free from unlawful and improper harassment by management, employees, students or any other third parties. Preventing harassment and retaliation, as well as other disrespectful conduct, is the responsibility of all members of the Methodist College community.

Harassment is considered a serious act of misconduct and will subject the perpetrator to corrective action, which may include without limitation mandatory counseling, or disciplinary action, which could include without limitation, suspension without pay or termination or expulsion. Similarly, Methodist College may modify or terminate its relationships with clients and vendors when their representatives engage in harassment in violation of this policy.

Violations of this policy must be reported as soon as possible to designated personnel as stated in this policy. Every effort will be made to respond to reports of perceived prohibited conduct (“Concerns”) in an adequate, reliable, impartial and timely manner. The College may also have an obligation to respond to sexual harassment that initially occurred off College grounds when the conduct could create a hostile environment on campus. If anyone feels that the College has not met its obligations under this policy, that person should contact the Title IX Coordinator.

PROHIBITED CONDUCT:

Harassment

Methodist College prohibits unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward staff, students, faculty members, or other individuals participating in our community because of race, color, sex, religion, age, national origin, disability, pregnancy status or any other protected status under the College’s Equal Opportunity and Non-Discrimination Policy. This prohibition applies to all individuals who work for or with the College, students, and others participating in the College community, including parents, relatives, associates of a student, vendors, suppliers or other persons doing business with the College.

Examples of conduct prohibited by this policy include, but are not limited to, employment decisions made based on an employee’s protected status; admission or participation decisions based on a student’s protected status; verbal conduct such as racial epithets, derogatory comments, hostile or demeaning slurs or comments

based on one's protected status; visual conduct such as posters, e-mail, drawings, cartoons, or postings on social media that denigrate based on a protected status; and unwanted physical conduct based on one's protected status. It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a proper and consistent manner.

Sexual Harassment

As part of the above-stated policy, no staff, student, faculty member or other individual participating in our College community may sexually harass another individual. Prohibited sexual harassment includes conduct described above based on one's sex. It also includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical or other non-verbal conduct of a sexual nature, including when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any educational program, activity or employment; (2) submission to or rejection of such conduct by an individual is used as a basis for any education or employment decision affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating or hostile learning or working environment.

Some Forms of Prohibited Sexual Harassment

Sexual violence/assault is a prohibited form of sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or due to use of drugs and/or alcohol. Some examples of sexual violence/assault include rape, sexual battery, and sexual coercion.

The following crimes can also constitute sexual harassment when motivated by a person's sex:

- Domestic Violence (referred to as "Domestic Battery" under Illinois criminal statutes). A person commits domestic battery if he or she knowingly without legal justification by any means: (1) causes bodily harm to any family or household member; (2) makes physical contact of an insulting or provoking nature with any family or household member. "Family or household members" include spouses, former spouses, parents, children, stepchildren, and other person related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who share or allegedly share a blood relationship through a child, persons who have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers. *See* 720 Ill. Comp. Stat. 5/12-0.1 and 5/12-3.2.
- Dating Violence. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Such a relationship is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.
- Stalking. Under 720 Ill. Comp. Stat. 5/12-7.3, a person commits stalking when he or she:
 - Knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
 - Fear for his or her safety or the safety of a third person; or
 - Suffer other emotional distress.
 - Knowingly and without lawful justification, on at least 2 separate occasions, follows another person or places the person under surveillance or any combination thereof and:
 - At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
 - Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.
 - Previously has been convicted of stalking another person and knowingly and without lawful justification on one occasion:

- Follows that same person or places that same person under surveillance; and
- Transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

Domestic violence, dating violence, and stalking are violations of this policy even when such conduct is not motivated by sex.

Consent

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent; a person's lack of verbal resistance or submission resulting from the use or threat of force does not constitute consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting.
- If a person is asleep or unconscious, there is no consent.
- A person who is under age in the applicable jurisdiction cannot provide consent to sexual activity
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to past sexual activity does not imply consent to future sexual activity
- Dressing in a certain manner does not constitute consent
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Retaliation

Methodist College prohibits retaliation against anyone for reporting discrimination, harassment or retaliation, assisting in making a complaint, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy. The College also prohibits retaliation against anyone because he/she is closely associated with someone who reported, assisted, or cooperated with a discrimination, harassment or retaliation complaint or investigation.

Methodist College will take strong responsive action if retaliation occurs. Retaliation prohibited by this policy includes, but is not necessarily limited to, disparaging comments, uncivil behavior, or other negative treatment. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in the next section. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination or expulsion.

REPORTING CONCERNS OF PROHIBITED HARASSMENT AND RETALIATION:

Methodist College takes reports of sexual misconduct seriously. How the College responds depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the College's obligations under applicable federal and state laws.

There are various reporting and confidential disclosure options available to students and employees of the College community to enable them to make informed choices about where to turn should they experience sexual misconduct. This section provides information about options for disclosure and reporting an incident.

Reporting Methods

Any faculty or staff who witnessed or otherwise becomes aware of conduct prohibited by this policy must immediately notify the Title IX Coordinator (information below).

Electronic Reporting

Anyone who has experienced conduct prohibited by this policy is encouraged to make a report. Those who have experienced such conduct should understand that all employees at the College, except those identified as confidential advisors, have an obligation to report Concerns to the Title IX Coordinator or a Deputy Coordinator. Within 12 hours of receiving an electronic report, the College will respond to the reporter through verbal, written, or electronic communication.

Title IX Coordinator

Dr. Pam Ferguson, Interim Provost/Vice Chancellor for Academic Affairs and Dean of Nursing
(309) 672-55347 #E157

Anonymous and Third-Party Reporting

The College encourages victims of sexual misconduct to talk to someone to ensure their health and wellbeing. The College provides anonymous reporting for victims who do not wish to be identified. Methodist College has anonymous reporting option through EthicPoint, third party vendor, by calling 844-890-3627.

Though anonymous reports will be accepted by the College, it is often difficult to gather facts and conduct a thorough investigation. Additionally, employees cannot fulfill their mandatory reporting obligations under this policy using the anonymous reporting option.

Visitors, bystanders, and third-parties may make a report by contacting the Title IX Coordinator or a Deputy Title IX Coordinator.

Confidential Advisors

Even if you are not sure if you want to file a criminal or College report, consider making a confidential report. Talking with someone can aid in your recovery. The following confidential advisors are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

Deb Disney
MC Director of Counseling
(309) 671-5177 #W158

Center for Prevention of Abuse
720 W. Joan Court
Peoria, IL 61614
(800) 559-7233

All confidential advisors complete 40 hours of training regarding issues of sexual harassment, including sexual violence/assault, prior to appointment and also complete 6 hours of additional training on an annual basis. They are also trained to have an understanding of the College's specific policy and process for addressing sexual violence/assault, domestic violence, dating violence, and stalking, and resources available on campus and in the community.

Center for Prevention of Abuse is a community agency that provides counseling and advocacy to survivors/victims of sexual abuse, domestic violence, dating violence or stalking. The Center for Prevention of Abuse is not required to report to the MC Title IX Coordinator.

Responsible Employees (including Campus Security Authorities)

Before a student reveals information that he/she may wish to keep confidential, a responsible employee (including CSA's) should make every effort to ensure the student understands: 1) the employee's obligation to report the names of the accused individual and student involved in the accused sexual violence as well as

relevant facts regarding the accused incident (including the date, time and location) to the Title IX Coordinator or other appropriate school official (2) the student's option to request that the school maintain his or her confidentiality, which the school (e.g. Title IX Coordinator) will consider, and (3) the student's ability to share the information confidentially with counseling, advocacy, mental health, or sexual-assault-related services.

Methodist College employees, including security and faculty, are considered responsible employees under Title IX legislation. The exception is the MC Student Counselor as a Confidential Advisor.

Responsible employees are required to report all information, including the survivor/victim's name and incident details, to the Title IX Coordinator. Students may report an incident to any MC employee but need to be aware of this limited confidentiality.

Content of a Report & Timing

So that the College has sufficient information, a complaint being made for purposes of an investigation should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

The College encourages persons to make reports as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

Information Provided to the Complainant and Respondent

A complainant who makes a claim of sexual violence/assault, domestic violence, dating violence, or stalking to the College will be given a copy of the document titled "Rights and Options After Filing a Complaint Under the College's Sexual and Other Forms of Harassment and Grievance Procedure." This document provides information about this policy and the procedures used to investigate and resolve complaints of this nature, possible interim protective measures and accommodations that may be available, options for filing complaints with the local police, and resources that are available on campus and in the community, as well as other pertinent information. A person against whom a complaint has been filed will also be given similar information about the process and resources.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint that also constitutes a crime—including sexual violence/assault, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

Amnesty

The College recognizes that an individual who has engaged in behavior that may violate the College's Student Code of Conduct may be hesitant to report instances of sexual harassment, including sexual violence/assault. To encourage reporting, the College will grant immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or other employee. The reporting student will not receive a disciplinary sanction by the College for a conduct violation, such as under aged drinking, that is revealed in the course of such a report, unless the College determines that the violation was egregious, including without limitation, an action that places the health and safety of any other person at risk.

Notwithstanding the College's commitment to amnesty in these situations, the College may require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drug use. Further, this amnesty provision does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs or otherwise violated the law.

Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking

If you are the victim of sexual violence/assault, domestic violence, or dating violence:

- Do not blame yourself. These crimes are never the victim's fault.
- Recommend you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.
- Do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order.
- Should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed.
- Clothes should not be changed.
- Write down as much as you can remember about the circumstances, including description of assailant. Save any electronic communications with the assailant.
- It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, social media posts, etc. rather than evidence of physical contact and violence.
- When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. Medical forensic examinations are completed at no cost to the survivor.

The nearest medical facility is:

UnityPoint Methodist: 221 NE Glen Oak, Peoria, IL (309) 672-4848
 UnityPoint Proctor: 5409 N. Knoxville, Peoria, IL (309) 691-1000
 OSF St. Francis: 530 NE Glen Oak, Peoria, IL (309) 655-2000

Once a complaint of sexual violence/assault, domestic violence, dating violence, or stalking is made to the College, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action through the College
- requesting that no further action be taken
- requesting further information about the College's policy and procedures for addressing this type of conduct
- requesting further information about available resources

Bad Faith Reports

While the College encourages all good faith reports of Concerns, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Responsibilities of the Title IX Coordinator:

The Title IX Coordinator's responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX

Coordinator also assists the College community in understanding this policy, is available to answer questions about the policy, directs individuals to available resources both off campus and in the community, and ensures appropriate training and educational programming is implemented.

Other matter related to the investigation of a report:

Protecting the Complainant After a Report has been Filed

Pending final outcome of an investigation in accordance with the Grievance Procedures outlined later in this policy, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, dining, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to Methodist Security or local law enforcement. Requests to change an academic, living, dining, transportation, or work situation, or for any other protective measure (such as a no-contact order), should be made to the Title IX Coordinator.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College, in conjunction with Methodist Security, will take all reasonable and legal action to implement the order.

Investigation and Confidentiality

All reported Concerns will be promptly and thoroughly investigated in accordance with the Grievance Procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. While the College cannot guarantee confidentiality, the College will not disclose the identity of the complainant or respondent, except as necessary to resolve the complaint or to implement interim protective measures and accommodations or when provided by State or federal law.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary.

Resolution

If a reported Concern is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, living, dining, transportation, or work accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

GRIEVANCE PROCEDURE:

These procedures apply to Concerns raised by any member of the College community as well as others that participate in the College's programs and activities, including third-party visitors on campus.

Identifying the Investigator(s)

Once a Concern has been reported to the Title IX Coordinator, an investigation will be commenced. The Title IX Coordinator, or designee(s) appointed by the Title IX Coordinator, will lead the investigation and may consult with appropriate College officials and/or legal counsel as appropriate. If the Concern is with respect to conduct of the President of MC, the investigation shall be coordinated and resolved by the Chair of the Board of Directors.

Preliminary Matters Regarding the Investigation

- 1) All reported Concerns will be investigated in an adequate, reliable, impartial and timely manner by the appropriate MC official. The goal is to have the investigation completed within sixty (60) calendar days. However, if the nature of the investigation requires a longer period of time, the complainant and the respondent will be given periodic updates concerning the status of the investigation. Parties with have equal rights during the investigation.
- 2) Any real or perceived conflicts of interest between fact-finder or decision-maker and the parties should be disclosed. If an involved College official determines that he or she cannot apply the Grievance Procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer the procedures.
- 3) The investigation will utilize the preponderance of the evidence standard; that is, whether it is more likely than not that the alleged conduct occurred.
- 4) Both parties will have the opportunity to have a support person accompany him or her at all stages of the process. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he or she become disruptive, harasses or intimidates others involved in the process, or does not abide by the limitations discussed in the previous sentence. Additionally, the College is not required to allow a particular support person to be involved in the process if it would cause undue delay of any meeting with the investigator. A support person will be asked to sign an affirmation that he or she understands his or her role in the process.
- 5) At any time during the investigation, the investigator may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These measures may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the policy.
- 6) Some conduct covered by this policy may also constitute criminal conduct, and the complainant is encouraged, but not required, to file a report with the appropriate law enforcement authorities. If requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under the law. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of complaint.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation procedure described below. The following standards apply to any informal resolution method that is utilized:

- The informal process can only be used with both parties' voluntary cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator).
- The complainant will not be required to "work out" the problem directly with the respondent.
- Either party may terminate the informal process at any time and elevate the complaint to the formal

investigation procedures described below.

- Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault.

Initial Notification

Prior to commencement of the investigation, the complainant and the respondent shall (i) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

Formal Investigation

- 1) After the initial notification has been made, the investigator will commence an investigation of a complaint as soon as practicable, but not later than seven (7) calendar days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes a policy violation. In certain narrow circumstances, the investigator may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the investigator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.
- 2) During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.
- 3) During the course of an investigation, the complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the investigator, suggest questions to be posed by the investigator and respond to the other party.
- 4) At the conclusion of the investigation, the investigator will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.
- 5) If the written report determines that a policy violation occurred, the Title IX Coordinator, in consultation with other College officials as needed, shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.
- 6) Methodist College will simultaneously notify the complainant and the respondent in writing of the outcome of the investigation, including appeal rights within seven (7) calendar days of the investigation's conclusion.
- 7) The written report and the addendum, if applicable, shall be the final resolution of the matter subject only to the right of appeal set forth below.

Appeals from Decisions on Concerns:

Basis for Appeal

Either the complainant or the respondent may appeal decisions on Concerns, including corrective action if any. Grounds for appeal are as follows:

- A procedural error occurred.
- New information exists that would substantially change the outcome of the finding.
- The sanction is disproportionate with the violation.

Where and When to Bring an Appeal of a Concern

The complainant or respondent may appeal a decision, including corrective action if any, to the President of the College, or President's designee, within, ten (10) business days of receiving notification of the prior decision, absent extenuating circumstances. The decision of the President of the College is final.

In cases of resolution of a Concern against the President, complainant or respondent may seek reconsideration of the Chair of the Board's decision and the Chair may designate an individual or individuals to recommend a decision on reconsideration. The decision of the Chair's designee(s) on reconsideration is final.

Appeals must be in writing and contain the following information:

- Name, college address and e-mail address of complainant.
- Name, college address and e-mail address of respondent.
- A statement of all decisions, including corrective action if any, at all levels in the process.
- A detailed statement of the basis for the appeal including the specific facts and circumstances in support of the appeal.
- Requested action, if any.

When a party files an appeal, the non-appealing party will be notified in writing that an appeal has been filed.

Review of the Appeal

The College official (i.e., President or her/his designee) acting on the appeal may take any and all actions which in his/her discretion she/he determines are in the interest of a fair and just decision, including upholding, reversing, or modifying any decision or corrective action. The complainant or respondent may request a meeting with the College official. However, the decision to grant a meeting is at the discretion of the College official. If one party is allowed to meet with the College official, the other party will be granted a similar opportunity.

The College official will make her/his decision and notify the complainant, respondent, underlying decision maker and others on a need to know basis in writing within ten (10) business days of receiving the appeal, including a notification of any changes made to the previous decision. If a decision within that time frame is not practicable under the circumstances, both complainant and respondent will be given periodic status reports until the decision on the appeal is rendered.

General Matters

- a. These procedures will be implemented by officials who receive a minimum of 8-10 hours of training on an annual basis on the issues related to discrimination, harassment, sexual violence/assault, domestic violence, dating violence, and stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability. The College shall have a sufficient number of individuals trained to resolve reports of Concerns so that (i) a substitution can occur in the case of a conflict of or recusal and (ii) an individual or individuals with no prior involvement with the initial determination or finding hear any appeal brought by a party.
- b. As necessary and when applicable, the College will contact and cooperate with law enforcement in situations involving sexual violence/assault, dating violence, domestic violence, and stalking.

- c. Because the College recognizes the prevention of discrimination, harassment, sexual violence/assault, domestic violence, dating violence, and stalking is an important issue, it offers educational programming to a variety of groups such as: campus personnel; incoming student and new employees; and members of student organizations. Among other items, such programming covers relevant definitions, procedures, and sanctions; the identities and roles of the Title IX Coordinator, Deputy Title IX Coordinators, confidential advisors, and other resources; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator or Deputy Coordinators.
- d. Employees also are free to file a charge of discrimination regarding harassment with either the Illinois Department of Human Rights or the Equal Employment Opportunity Commission. A charge must be filed with the IDHR within 180 days of the unlawful harassment. A charge must be filed with the EEOC within 300 days of the unlawful harassment. In either case, the deadline for filing such a Charge runs from the last date of unlawful harassment. Complaints also may be made to the Office of Civil Rights in the U.S. Department of Education.

IDHR offices are located in Springfield and Chicago and EEOC offices are located in Chicago. Please see appropriate postings or contact Human Resources if additional assistance in contacting either is needed.

Equal Employment Opportunity Commission
500 West Madison Street, Suite 2800,
Chicago, IL 60661
312/353-2713 * 800/669-4000 * 800-669-6820TDD

Illinois Department of Human Rights
222 South College - Room 101 A
Springfield, IL 62704
217/785-5100 * 217/785-5125 TDD

Illinois Human Rights Commission
217/785-4350 Springfield* 312/814-6269
217/557-1500 TDD Springfield * 312/263-1579 TDD Chicago

Office of Civil Rights
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-1100
800-421-3481 *877-521-2172 TDD

- e. This policy will be distributed widely within Methodist College. This policy can be found on the intranet for the benefit of its employees, students, clients and vendors. Methodist College will include this policy in its employee and student handbooks. This policy does not create any contract rights.

Appendix A

Reporting Options:

Title IX Coordinator

Dr. Pam Ferguson

Methodist College, Office #E157/#W138

Interim Provost/Vice Chancellor for Academic Affairs and Dean of Nursing

(309) 672-5534

Confidential Advisor:

Deb Disney

MC Student Counselor

(309) 671-5177

Center for Prevention of Abuse

720 W. Joan Court

Peoria, IL 61614

(800) 559-7233; 24 hour hotline

Other Resources:

Crisis and/or Suicide Hotline

(855) 837-4673

A trained helper is available 24 hours a day/7 days a week

Emergency Response Service

(309) 671-8084

Trained helpers can transport a person who is actively suicidal

DHS Family Community Resource Center in Peoria County

211 Fulton Street, #300

Peoria, IL 61602

(309) 671-8100

TDD (866) 451-5763

“one stop” shop centers for cash and medical assistance, food stamps, and job services

Prairie State Legal Services

(309) 674-9831

Human Service Center

Mental Health

600 Fayette Street

P.O. Box 1346

Peoria, IL 61603

(309) 671-8000

(309) 671-8084; after hours crisis

For emergency services, dial 911. Reports can be made to the following campus or local law enforcement agencies. You have the right to request assistance in notifying law enforcement authorities or requesting an order of protection, no contact order, restraining order, or other similar lawful orders issued by a criminal

Campus Security:

Methodist College
7600 N. Academic Drive
Peoria, IL 61615
(309) 672-4500

Law Enforcement:

Peoria Police
600 SW Adams
Peoria, IL 61602
(309) 673-4521

Hospital Resources List:

UnityPoint Methodist
221 NE Glen Oak
Peoria, IL 61636
(309) 672-4848

UnityPoint Proctor
5409 N. Knoxville
Peoria, IL 61614
(309) 691-1000

OSF St. Francis
530 NE Glen Oak
Peoria, IL
(309) 655-2000