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December 14, 2004

CHANCELLORS
LABORATORY DIRECTORS
VICE PRESIDENT, AGRICULTURE AND NATURAL RESOURCES

University of California Policy on Sexual Harassment and Procedures for Responding to Reports of Sexual Harassment

Dear Colleagues:

Enclosed are the revised *University of California Policy on Sexual Harassment* and the associated *Procedures for Responding to Reports of Sexual Harassment*. These documents replace the policy and procedures issued on April 23, 1992, and are effective immediately.

The policy and procedures cover all members of the University community, including faculty and other academic personnel, staff employees, students, and non-student or non-employee participants in University programs.

Revisions to the policy include an updated definition of sexual harassment, clarification of the University's obligation to respond promptly and effectively to reports of sexual harassment, provisions for training employees and educating the University community regarding sexual harassment, and a statement that the policy shall be implemented in a manner that recognizes principles of free speech and academic freedom.

The procedures are systemwide guidelines containing both required and recommended components for local implementing procedures on responding to reports of sexual harassment in accordance with the provisions of the policy. To ensure that the University locations are in compliance with the policy as soon as practicable, I ask each location to develop local procedures and to submit them by April 4, 2005 to the Associate Vice President, Human Resources and Benefits for approval.

The major components of the procedure require each location to designate a Title IX Compliance Coordinator (Sexual Harassment Officer) to receive reports of sexual harassment and to oversee sexual harassment prevention programs, and to develop procedures for responding to reports of sexual harassment, including provisions for early resolution and formal investigation. Managers and supervisors play a key

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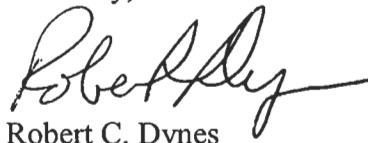
Page 2

role in appropriately responding to reports of sexual harassment and notifying the Title IX Compliance Coordinator of reports received. In addition, the procedures require that each location prepare and submit an annual report on sexual harassment complaint activity during the preceding year. The report will be submitted to The Regents. Details on format will be provided in the near future by the Associate Vice President, Human Resources.

The policy and procedures were reviewed by the campuses, Laboratories, and the Academic Council. In addition, employees and students were given an opportunity to comment. The policy and procedures will be made available on the following academic, staff and student policy websites:

Academic	http://www.ucop.edu/acadadv/acadpers/apm/apm-035.pdf
Staff	http://Atyourservice.ucop.edu/employees/policies/policies/index.html
Student	http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc160.html

Sincerely,



Robert C. Dynes

Enclosures

cc: Regent Hopkinson
Members, President's Cabinet
Academic Council Chair Blumenthal
Associate Vice President Boyette
Associate Vice President Galligani
Assistant Vice President Switkes
Principal Officers of The Regents