

University's Complaint Process

Board of Regents' Policy and University Regulations outline the process which faculty, staff and students may use to file informal and formal complaints of discrimination and sexual harassment.

Informal Resolution Process:

The purpose of informal resolution is to resolve an issue at the lowest administrative level. This stage involves providing an opportunity for an individual to correct behavior which may be inappropriate by informing them directly either verbally or in writing. If the informal effort at resolution is unsuccessful or if informal resolution is inappropriate based on the egregious nature of the alleged behavior, the claimant may file a formal complaint with the Office of Equal Opportunity or with Human Resources.

Formal Resolution Process:

The formal resolution process is an administrative remedy which requires an investigation and written findings. The statements of the complainant, respondent and witnesses become part of a written record which is used for administrative review and action as necessary. Formal complaints alleging discrimination or sexual harassment must be in writing and submitted to either the Office of Equal Opportunity or Human Resources.

Resources

Within UAF

Office of Equal Opportunity

316 Signers' Hall Phone: (907) 474-6600
Fairbanks, AK 99775 Fax: (907) 474-5548

Human Resources

108 Administrative Services Center Phone: (907) 474-7700
Fairbanks, AK 99775 Fax: (907) 474-5859

Student and Enrollment Services

514 Gruening Building Phone: (907) 474-7317
Fairbanks, AK 99775 Fax: (907) 474-7900

Women's Center

112 Eielson Building Phone: (907) 474-6360
Fairbanks, AK 99775 Fax: (907) 474-5900

Outside UAF

Alaska State Commission for Human Rights

800 A Street, Suite 204
Anchorage, AK 99501
Toll-free phone: (800) 478-4692
TTY (800) 478-3177
(For filing employment related complaints)

Equal Employment Opportunity Commission

Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061
Toll-free phone: (800) 669-4000
(For filing employment related complaints)

Office of Civil Rights

U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
Phone: (206) 220-7900
TTY: (206) 220-7907
(For filing external student related complaints)

UNIVERSITY OF ALASKA FAIRBANKS

Your Equal Protection Rights at



Office of Equal Opportunity

UAF is an EO/AA employer and educational institution committed to diversity

Your Rights

The University of Alaska Fairbanks has a responsibility to provide a learning and working environment that is free from discrimination and harassment.

Discrimination refers to being adversely treated or affected, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of an individual's race, color, religion, sex, national origin, citizenship, pregnancy, childbirth or related medical conditions, marital status, changes in marital status, disability, age, status as a disabled veteran or Vietnam Era veteran.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It includes instances when such conduct is indicated to be a term or condition of an individual's academic or employment experience, used as a basis for academic and employment performance, or creates an intimidating, hostile or offensive academic or employment environment.



Campus Contacts

Office of Equal Opportunity

(for informal and formal complaints)
Phone: 474-6600

Human Resources

(for informal and formal complaints)
Phone: 474-7700

GI Human Resources

(for informal and formal complaints)
Phone: 474-6010

Student and Enrollment Services

(for student conduct complaints)
Phone: 474-7317
TTY: 474-6710

Women's Center

(for referral to community crisis and assistance organizations)
Phone: 474-6360

University Police

(for personal safety concerns)
Phone/TTY: 474-7721

Your Responsibility

If you feel you have been subjected to discrimination or sexual harassment, you should:

Make your feelings known verbally—

Calmly tell the person that the comments or behavior are unwelcome, unwanted, and offensive. Ask the person to stop. If needed, bring along another individual for support. If you are uncomfortable confronting the person...

Make your feelings known in writing—

Write a detailed description of what happened specifying that you find the person's behavior offensive. Request that the behavior stop. Deliver the letter, memo or note to the person and keep a copy for yourself.

Use your campus contacts, department chair or supervisor—

If you are uncomfortable confronting the person or if the harassment/discrimination has continued.