

SEXUAL HARASSMENT (STUDENTS)

Objective:

To determine whether the department/unit takes measures to create an environment in which the risk of sexual harassment is minimized for students.

Potential Impact:

Results in violations of institutional policies and procedures as well as federal and/or state laws, negative publicity, litigation, fines and penalties for the institution

Helpful Tools:

- UH System Administrative Memorandum:
[01.D.07 – Discrimination and Harassment](#)
[Policy 01.D.08 – Sexual Misconduct Policy](#)
- UHD Website:
[2009-2010 Student Handbook](#)
Sexual Harassment Policy
- Other(s):
[Title VII of the Civil Rights Act of 1964, 43 U.S.C. Sec. 2000e](#)
[Title IX of the Education Amendments of 1972, 10 U.S.C. Sec. 1681. Sex](#)
[Texas Penal Code Sec. 39.02](#)

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Frequently Observed Weaknesses/Deficiencies:

- Failure to periodically communicate to student's information on sexual harassment

Best Business Practices:

1. Management should periodically communicate information regarding sexual harassment to all student employees and currently enrolled students.
2. Provide students with information so that they are aware that sexual harassment is illegal and will not be tolerated.
3. Provide students with information on reporting sexual harassment complaints. Each dean, director, department/unit chair, department manager, or other person with supervisory responsibility is required to report any complaint of sexual harassment to the appropriate individual.
4. Ensure that students are aware of the process for reporting sexual harassment complaints. Students may contact the Vice President for Student Services and Enrollment or the Director of Student Activities and Events.

Case Scenario: Student A begins a consensual sexual relationship with student B. They are in the relationship for over a year when student A decides that she likes another student. As a result, student A tells student B that she wants to break up with him. Student B is very upset and does not accept the break up. Student B sends student A several emails to student A's Gatormail account telling her that he loves her and can't live without her. Student B waits for student A outside her classroom and follows her around. Student B talks to student A's friends trying to get information about Student A. After student A rebuffs student B for several weeks student B begins to be more aggressive towards student A. Student A becomes increasingly more afraid of what student B might do to her or her new boyfriend. What UHD policy might Student B's actions violate and what should student A do?

Case Scenario Answer: This might be a violation of [UH System Administrative Memorandum 01.D.08 – Sexual Misconduct Policy](#)

. Student A has several options:

1. Contact the Assistant Vice President for Student Services at (713)221-8056;
2. Contact the Campus Relations/Affirmative Action Officer at (713) 222-5318;
3. Contact the UHD Police Department at (713) 221-8065.

AREA

This questionnaire is designed so that “no” answers indicate that an internal control weakness may exist and the procedure/process may need to be examined in greater detail. **Comments should be provided for “No” answers.** When such weaknesses are identified, a change in the process may be necessary OR a control may need to be put into place to address the weakness. The appropriate UHD contact office (as outlined in the self-assessment text) may be contacted for assistance with identified weaknesses.

Self-Assessment of Internal Controls for Contracts	Yes	No	N/A	Comments
Are students familiar with institutional policies and procedures regarding sexual harassment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the unit periodically communicate information on sexual harassment to all students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management encourage students to report sexual harassment complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is UHD’s Compliance Hotline poster located/displayed in high traffic areas within the department/unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This is a living document and will be updated as revisions are necessary. Periodically, you may want to check for updates and revisions. We welcome any questions and feedback regarding the information contained in this tool including any comments regarding how this may be more useful and effective.