

# **NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURE**

It is the policy of Chatham University to not discriminate on the basis of race, color, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status in its educational programs and policies, co-curricular activities, scholarship and loan programs, or employment practices. Specific inquiries regarding these matters may be directed to the assistant vice president of human resources: Chatham University, Woodland Rd, Pittsburgh, PA 15232, 412-365-1847.

Moreover, as a recipient of Federal financial assistance, Chatham wishes to comply with recent federal regulations contained in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Executive Order 11246, which deals with Affirmative Action.

Chatham pledges to uphold and protect the rights of its students and employees with regards to these laws. To this end, the University has instituted the following grievance procedures. Any student or employee of the University who feels that discrimination has occurred should use the following procedures for a fair and equitable resolution of the grievances. Any grievant also has the right to file a complaint with the Office of Civil Rights, U.S. Department of Education, in Washington D.C., the Pennsylvania Human Relations Commission, or the Equal Employment Opportunity Commission.

## **General Procedure for Discrimination Grievances**

1. The grievant should first discuss the grievance informally with their instructor, department chair, immediate supervisor, or the office or group that made the decision in dispute. The two parties will discuss the grievance and attempt to reach a solution on an informal basis. This informal procedure should take place no more than three weeks after the occurrence of the alleged grievance.
2. If the grievant is not satisfied with the outcome of the informal grievance procedure, they may appeal to the Vice President for Student Affairs for students or the Assistant Vice President for Human Resources for faculty and staff.
3. For this appeal, the grievance will be written. The respondent will also submit a written statement detailing the events of the informal procedure and their response to the grievance. These materials should be submitted within two weeks following the informal procedure. After review of the written materials and conferences with each of the involved parties, the appropriate administrator will render a decision on the matter within one week of receipt of these materials.
4. If the grievant is not satisfied with the decision of the administrator, they may appeal, within one week, to the President of the University, who will review the grievance and make a final determination within one week of the request for appeal.

If Chatham determines that unlawful discrimination has occurred, immediate and adequate corrective action will be taken in accordance with the circumstances involved to correct its discriminatory effects on the grievant and others, if appropriate. Chatham will also take steps to prevent the recurrence of any discrimination.

*Updated: 10/31/22*