Process for a Feinberg student to deal with perceived mistreatment

Begin here:

The student may seek assistance directly from the following offices:
- If incident is sexual harassment, contact University Sexual Harassment Prevention Office.
- If incident is discrimination or discriminatory harassment, contact University Office of Equal Employment Opportunity and Access.

Or begin here:

Student should contact one of the following:
• College mentor or other faculty member,
• Course / clerkship director,
• AWOME Deans, or
• Faculty ombudsperson, to discuss whether the incident was mistreatment.

If faculty member, AWOME Dean, or ombudsperson does not agree that the incident was mistreatment, student may discuss complaint directly with vice dean for education.

If the student and faculty or ombudsperson agree that the incident was concerning but not mistreatment, no further action.

If incident is sexual harassment, student will be referred to University Sexual Harassment Prevention Office for further investigation.

The matter is further pursued in one of three ways.

If appropriate, informal resolution is sought through direct communication among appropriate individuals.

If incident is discrimination or discriminatory harassment, student will be referred to University Office of Equal Employment Opportunity and Access for further investigation.

If informal resolution is not appropriate or not successful, student submits formal, written complaint to vice dean for education.

Vice dean for education appoints an investigation committee comprised of three faculty members.

Investigation committee examines incident through interviews, etc., then submits report to vice dean for education within 60 days (with copies to student and individual being reported by student; either party may respond within 15 days and responses will be incorporated into report).

If informal resolution is successful, ombudsperson/faculty informs vice dean for education of resolution.

The individual reported by the student can use established grievance and appeal procedures as described in the University Faculty Handbook.

If investigation committee finds that the incident was mistreatment, vice dean for education informs the dean of Feinberg, who either:
• Informs HR of the appropriate institution (NU, NMH, NMG, etc.), or
• Informs associate dean of Graduate Medical Education, or
• Responds by imposing sanctions, as warranted, on the individual (in accordance with the University Faculty Handbook).

If investigation committee finds that the incident was not mistreatment, no further action.

Appendix A for a Safe and Healthy Learning Environment