Appendix A for a Safe and Healthy Learning Environment

Process for a Feinberg student, resident or fellow to deal with perceived mistreatment

Begin here:

The student, resident or fellow 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, resident or fellow 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, resident or fellow may discuss complaint directly with vice dean for education.

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

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

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

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

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

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

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.

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