Appendix A: Process for student to deal with perceived mistreatment

If the incident is related to discrimination, harassment, and/or sexual misconduct, please contact the Northwestern University Office of Equity.

**Or begin here:**

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

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

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

- **If the incident is discrimination, harassment, or sexual misconduct,** student will be referred to University Office of Equity 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.

- **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 senior associate dean of graduate medical education, or
  - Responds by imposing sanctions, as warranted, on the individual (in accordance with the University Faculty Handbook).

- 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 not mistreatment,** vice dean for education informs the dean of Feinberg, who either:
  - Informs HR of the appropriate institution (NU, NMH, NMG, etc.), or
  - Informs senior associate dean of graduate medical education, or
  - Responds by imposing sanctions, as warranted, on the individual (in accordance with the University Faculty Handbook).

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

- If the matter is further pursued in one of two ways.