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 may contact one of the following:

- College mentor or other faculty member,
- Course/clerkship director,
- Program 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 there is agreement that the incident was mistreatment, the matter is pursued in one of two ways:

- If appropriate, informal resolution is sought through direct communication among appropriate individuals.
- If informal resolution is not appropriate or not successful, the vice dean of education, or designee, conducts an investigation.*

Was the matter resolved?

- Yes: No further action.
- No: Results of the investigation are discussed with the dean of the Feinberg School of Medicine.

If investigation 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).

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

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

* All persons interviewed will be reminded of the Northwestern University policy on non-retaliation.