

Texas A&M University-San Antonio

08.01.01.00.01

Civil Rights Compliance

Approved: January 24, 2011

Reviewed: February, 2013

Updated Titles of Responsibility: February, 2014

Next Schedule Review: February, 2015

1. Procedure Statement

This procedure establishes the processes that Texas A&M University-San Antonio (TAMU- SA) will follow regarding System Policy 08.01, *Civil Rights Protections and Compliance*, and System Regulation 08.01.01, *Civil Rights Compliance*.

2. Reason

The purpose of this procedure is to provide guidance in complying with local, state, and federal civil rights laws and regulations. This rule establishes the procedures for making, receiving, and processing complaints of discrimination, sexual harassment, and/or related retaliation.

3. Process

3.1 The President shall designate a contact person(s) responsible for overseeing its civil rights compliance program. For Texas A&M University-San Antonio, the following officials will have jurisdiction over the various types of complaints that may be filed by faculty, students, staff, and third parties:

3.1.1 The Provost and Vice President for Academic Affairs will oversee compliance and complaints related to this procedure for Faculty members.

3.1.2 The Assistant Vice President for Student Engagement & Success will oversee compliance and complaints related to this procedure for Students.

3.1.3 The Chief of Staff will oversee the University's Title IX Coordinator. The Director of Human Resources will serve as the Title IX Coordinator.

3.1.4 The Director of Human Resources will oversee compliance and complaints related to this procedure for Staff employees (non-faculty) and third parties. The Director of Human Resources will also serve as the university's EEO / Affirmative Action Coordinator and Section 504 / ADA Coordinator for employees and third parties.

3.1.5 The Director of Disability Support & Tutoring Services will serve as the Section 504 / ADA Coordinator for Students.

3.1.6 Any faculty, student, staff or third party who does not feel comfortable discussing the complaint with one of the officials described above may report it to another high-ranking official at TAMU-SA to include any university Vice President or the President.

3.2 Complaints—Any employee or student who believes that he or she has been subjected to discrimination, sexual harassment, and/or related retaliation should promptly report the incident(s) to his or her supervisor or one of the university officials listed in section 3.1. A third party (including, but not limited to, anyone receiving services from the university, vendors, and private business associates) should promptly report the incident(s) involving a university employee to the university's Human Resources office. The supervisor or department will promptly notify the University's Title IX Coordinator if the complaint alleges sexual harassment or another form of sex discrimination.

A complaint is filed by completing the complaint form attached to this procedure, or similar document, and delivering the form to the complainant's supervisor or one of the university officials listed in section 3.1. The complaint form may include additional pages if more space is needed.

4. General

4.1 Any retaliatory action taken against an employee or student for participating in the procedures established by this rule or related regulations, including filing a complaint, is prohibited. The filing of a complaint, however, will not constrain this university from taking appropriate disciplinary action.

4.2 The time frames for filing, reviewing and investigating the complaint shall be the period specified in Section 4.3 of System Regulation *08.01.01 Civil Rights Compliance*, unless unusual circumstances require more time.

5. Related Policies

| [System Policy 08.01 Civil Rights Protections and Compliance](#)

| [System Regulation 08.01.01 Civil Rights Compliance](#)

7. Contact Office

Director of Human Resources – (210) 784-2059

