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|  QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY | Policy/Procedure/Process Name: | Sexual Harassment |
| | ADMIN Number: | ADMIN-0621-15 |
| | Approving Officer: | Beth Fox, MD, MPH, CPE, FAAFP Associate Dean/Chief of Staff |
| | Agent(s) Responsible for Implementation: | Office of the Dean |
| Original ADMIN Approval Date: 6/9/2021 Effective Date(s): 6/9/2021 | Originator Name/Committee: | Office of the Dean |
| <input type="checkbox"/> New Policy/Procedure/Process | <input checked="" type="checkbox"/> Revision of Existing Policy/Procedure/Process | |
| Revision Date(s): | LCME Required Policy/Procedure/Process: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> LCME Element(s) Number and Description: | |
| Exemption(s) to Policy through ADMIN Action (date of meeting): <i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i> | | |
| Administrative Review Date(s): | | |

(A.) Policy Statement:

Sexual Harassment is a category of mistreatment that is illegal under federal law. Sexual Harassment is also prohibited by East Tennessee State University Policy. East Tennessee State University and Quillen College of Medicine desire to maintain an environment that is safe and supportive for students and employees and to reward performance solely on the basis of relevant criteria. Accordingly, the University will not tolerate Sexual Harassment of its students or employees.

(B.) Purpose of Policy

To provide the definition and procedure of reporting sexual harassment.

(C.) Scope of Policy:

Applies to students, residents and fellows, faculty, and staff of Quillen College of Medicine.

(D.) Activities of Policy:

Sexual Harassment is defined by ETSU Policy as:

An umbrella term that encompasses hostile environment, quid pro quo harassment, hate crimes, relationship violence, and intimidation. Sexual harassment is a form of prohibited sex discrimination. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, digital or physical conduct of a sexual nature.

Sexual Harassment is defined by [ETSU's Title IX Rule](#) as:

Conduct because of sex that satisfies one (1) or more of the following:

- a) An ETSU employee conditioning the provision of an aid, benefit, or service of ETSU on an individual's participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ETSU's education program or activity; or
- c) Sexual assault as defined by federal law, "dating violence" as defined by federal law, "domestic violence" as defined by federal or state law, or "stalking" as defined by federal law, as follows:

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1. Sexual assault means any nonconsensual sexual act proscribed by state or Federal law, including when the victim lacks capacity to consent.
2. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
3. Domestic violence means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim share a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the victim under the domestic- or family- violence laws of the state of Tennessee
4. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others or (B) suffer substantial emotional distress.

Procedure for reporting sexual harassment:

1. Keep a record of what happened and when it took place. Should there be any witnesses, ask for their names to include in the documentation of the incident.
2. Review the University policies and rules regarding Sexual Harassment.
3. Harassment may be reported to the Office of University Compliance and/or the QCOM Grievance Officer. Anonymous reports may be made via the Office of University Compliance webpage. If the report is submitted via the Grievance Officer, the Grievance Officer must forward the report to the ETSU Office of University Compliance and/or Public Safety per law and University policy.
4. Clery Crimes reported to a Campus Security Authority must be disclosed to ETSU Public Safety without delay, as required by federal law and University policy. See the [University Sexual Misconduct Policy and Title IX Rule](#).

Sexual Harassment is always inappropriate regardless of whether it comes from a person in authority, a colleague, or a peer. If a gesture or remark of a sexual or gender nature makes a student feel uncomfortable, threatened, intimidated, or pressured, it may be a sign that the student is experiencing Sexual Harassment.

Students should trust their instincts; do not remain silent; and do not blame themselves. Act quickly without delay to request advice from one of the contact persons listed below or the University Counseling Center BucsPress2; 423-439-4841 (press 2) for immediate assistance 24 hours a day. The contact persons designated for Quillen College of Medicine are the Grievance Officer and the ETSU Compliance Officers.

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| <p>Approved by: Name / Title: Beth Fox, MD, MPH, CPE, FAAFP Associate Dean/Chief of Staff</p> | <p>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i></p> |
| <p>Review/Revision Completed by:</p> | <p>Date</p> |
| <p><input checked="" type="checkbox"/> Office of the Dean</p> | <p>6/9/2021</p> |
| <p><input type="checkbox"/> Academic Affairs</p> | |
| <p><input type="checkbox"/> Student Affairs</p> | |

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| <input type="checkbox"/> Medical Student Education Committee | |
| <input type="checkbox"/> Student Promotions Committee | |
| <input type="checkbox"/> Faculty Advisory Council | |
| <input type="checkbox"/> Administrative Council | |
| <input type="checkbox"/> M3/M4 Clerkship/Course Directors | |
| <input type="checkbox"/> M1/M2 Course Directors | |
| <input type="checkbox"/> Student Groups/Organizations (describe): | |

| Notifications of New or Revised Policy | Method of Notifications and Date |
|---|---|
| <input type="checkbox"/> Medical Students | |
| <input type="checkbox"/> All QCOM Faculty | |
| <input type="checkbox"/> All QCOM Staff | |
| <input checked="" type="checkbox"/> Admissions Office (catalog) | Email to Amanda Cole – 6/10/2021 |