Rule Summary

The System Offices of The Texas A&M University System (system) will provide equal opportunity to all employees, students, applicants for employment and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information, veteran status, sexual orientation or gender identity. Complaints of discrimination, sexual harassment and/or related retaliation (discrimination) filed by employees, applicants for employment, and third parties will be submitted, investigated and resolved in accordance with this rule.

Definitions

Refer to System Regulation 08.01.01, Civil Rights Compliance, for any applicable definitions.

Procedures and Responsibilities

1. The director of human resources is the contact person for oversight of the System Offices civil rights protection program in accordance with System Regulation 08.01.01, Civil Rights Compliance. The director of human resources is responsible for the intake of complaints, appeals, or reports and ensuring the investigation process is followed in accordance with the system regulation. Upon receipt of a complaint, the director of human resources will promptly forward it to the deputy chancellor and chief financial officer (deputy chancellor) or designee.

2. The deputy chancellor or designee is the System Offices administrator responsible for designating an investigative authority for each complaint filed under this rule and rendering a written decision on the merits of each complaint. If a complaint is submitted against the deputy chancellor, the chancellor will designate a senior administrator not reporting directly to the deputy chancellor to fulfill the responsibilities normally assigned to the deputy chancellor under Sections 6 and 7 of this rule. If a complaint is submitted against the chancellor or any employee reporting directly to the Board of Regents (board), the board chair will designate an individual to fulfill the responsibilities normally assigned to the deputy chancellor under Sections 6 and 7 of this rule.

3. An employee who believes that they have been subjected to discrimination should file a written complaint with the director of human resources. A complaint against the director of human resources should be filed with the deputy chancellor.
4. A third party (including, but not limited to, anyone receiving services from System Offices, vendors and private business associates) should promptly report suspected discrimination involving an employee to the director of human resources who will create a written summary of the report and forward the written report to the deputy chancellor as a complaint in accordance with Section 6 of this rule.

5. If suspected discrimination is made known to an employee, the employee is responsible for promptly reporting that information to the employee’s supervisor (unless the allegations relate to the supervisor) or to the director of human resources. If reported to the supervisor, the supervisor will promptly notify the director of human resources. The director of human resources, upon receipt of the report, will create a written summary of the report and forward the written report to the deputy chancellor or designee as a complaint in accordance with Section 6 of this rule.

6. The director of human resources will promptly notify the deputy chancellor or designee of the receipt of a complaint of discrimination, and the deputy chancellor or designee will appoint an investigative authority to review the complaint, interview witnesses if applicable, and provide a report to the deputy chancellor or designee in accordance with System Regulation 08.01.01.

7. The deputy chancellor or designee will render a written decision on the merits of the complaint in accordance with System Regulation 08.01.01. If the allegation(s) are substantiated, the deputy chancellor or designee may render disciplinary sanctions.

8. All employees must cooperate fully with those performing an investigation pursuant to this rule. No employee may retaliate against a person for filing a complaint or participating in an investigation under this rule and related regulation. Employees found to have retaliated or intentionally provided false or materially misleading information regarding alleged discrimination under this rule, may be disciplined, up to and including dismissal.

9. Appeals are permitted only under the terms specified by System Regulation 08.01.01. The chancellor or designee will serve as the appeal authority unless the chancellor is the respondent or the respondent reports directly to the board, in which case the appeal will be directed to the board chair in accordance with Section 2 of this rule.

---

**Related Statutes, Policies, or Requirements**

**System Policy 08.01, Civil Rights Protections and Compliance**

**System Regulation 08.01.01, Civil Rights Compliance**

---

**Contact Office**

Office of the Deputy Chancellor and Chief Financial Officer
(979) 458-6071