Rule Statement

The System Offices (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.

Reason for Rule

Complaints of illegal discrimination, sexual harassment and/or related retaliation concerning a System Offices employee shall 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 shall be the contact person for oversight of the System Offices civil rights protection program.

2. The executive vice chancellor and chief financial officer (EVCCFO) 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 EVCCFO, the chancellor will designate a senior administrator not reporting directly to the EVCCFO to fulfill the responsibilities normally assigned to the EVCCFO under Sections 6 and 7 of this rule. If a complaint is submitted against the chancellor, the chairman of the system Board of Regents will designate an individual to fulfill the responsibilities normally assigned to the EVCCFO under Sections 6 and 7 of this rule.

3. Any employee or student who believes that he or she has been subjected to illegal discrimination, sexual harassment and/or related retaliation should file a written complaint
with the director of human resources in accordance with the timelines provided in Section 4.1, System Regulation 08.01.01, Civil Rights Compliance. A complaint against the director of human resources should be filed with the EVCCFO.

4. A third party (including, but not limited to, anyone receiving services from System Offices, vendors and private business associates) should promptly report suspected illegal discrimination, sexual harassment and/or related retaliation 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 EVCCFO as a complaint in accordance with Section 6 of this rule.

5. If suspected illegal discrimination, sexual harassment and/or related retaliation 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. The supervisor or 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 EVCCFO as a complaint in accordance with Section 6 of this rule.

6. The director of human resources will promptly notify the EVCCFO of the receipt of a complaint of illegal discrimination, sexual harassment and/or related retaliation, and the EVCCFO shall designate an investigative authority to review the complaint, interview witnesses, if applicable, and provide a report to the EVCCFO in accordance with Section 4.3, System Regulation 08.01.01.

7. The EVCCFO will render a written decision on the merits of the complaint in accordance with Section 4.3, System Regulation 08.01.01. If the allegation(s) are substantiated, the EVCCFO or designee may render disciplinary sanctions.

8. Appeals are permitted only under the terms specified by Section 4.5, System Regulation 08.01.01. The chancellor (or designee) shall serve as the appeal authority, unless he or she is the respondent, in which case the appeal shall be directed to the chairman of the system Board of Regents 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 Executive Vice Chancellor and Chief Financial Officer
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