

08.01.01.S1 Civil Rights Compliance

Reviewed [March 14, 2022](#)

Next Scheduled Review: March 14, 2027

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Rule Summary

System Policy *08.01, Civil Rights Protections and Compliance*, establishes civil rights protections prohibiting discrimination against employees, students, applicants for employment or admission, or the public. System Regulation *08.01.01, Civil Rights Compliance*, establishes systemwide standards for the reporting, review, and resolution of civil rights-based compliance that is in conformity with federal and state law.

The purpose of this member rule is to define the rules and processes by which the policy and regulation will be enforced at System Offices, including at the RELLIS Campus (Section 5 of this rule). Refer to System Regulation [08.01.01, Civil Rights Compliance](#), for any applicable definitions.

Rule

1. SYSTEM OFFICES RESPONSIBILITIES

- 1.1 The director of human resources is the contact person for oversight of the System Offices civil rights protections program in accordance with System Regulation *08.01.01* and the Title IX Coordinator (except for the RELLIS Campus – for RELLIS see Section 5). 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.
- 1.2 The Title IX Coordinator’s contact information is:

System Offices Director of Human Resources
301 Tarrow St., 2nd floor, College Station, TX 77840
systemofficesemployment@tamus.edu
(979) 458-6174
- 1.3 The following employees have authority to institute corrective measures: Director of Human Resources and Title IX Coordinator. An employee with authority to institute “corrective measures” means an employee with authority to redress harassment for complaints involving only Title IX and sex-based misconduct.

- 1.4 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 in accordance with Section 4.2 of System Regulation *08.01.01*. The System Office of Ethics and Compliance (SECO) is designated to receive, review, investigate, and adjudicate complaints against the chancellor, an employee who reports directly to the chancellor, or the Title IX Coordinator. The chair of the Board of Regents or designee will serve as the designated administrator in complaints against the chancellor or an employee or who reports directly to the chancellor.

2. RESPONSIBILITIES OF ALL EMPLOYEES

- 2.1 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.
- 2.2 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 this rule.
- 2.3 If suspected discrimination is made known to an employee, the employee is responsible for promptly reporting that information to 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 this rule.
- 2.4 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.

3. RESPONSIBILITIES OF SECO

SECO, in coordination with OGC, will serve as the liaison between System Offices and any local, state or federal agency investigating a complaint of discrimination or conducting a civil rights audit or review.

4. CIVIL RIGHTS COMPLAINT PROCESSING

- 4.1 Complaints. The director of human resources will promptly notify the deputy chancellor or designee of the receipt of a complaint of discrimination in accordance with System Regulation *08.01.01*.
- 4.2 Investigations. 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*.

- 4.3 Decisions. The deputy chancellor or designee will render a written decision on the merits of the complaint in accordance with System Regulation *08.01.01*.
- 4.4 Sanctions. If the allegation(s) are substantiated, the deputy chancellor or designee may render disciplinary sanction in accordance with System Regulation *08.01.01*. Section 4.4.3 of System Regulation *08.01.01* describes the range of possible disciplinary sanctions, and an employee who is found to have sexually harassed or engaged in sex-based misconduct of another member of the System Offices community will be dismissed.
- 4.5 Appeals. 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 1.4 of this rule.
- 4.6 Informal Resolution. At any time prior to the determination of a final decision, the parties may seek informal resolution to resolve the complaint in accordance with System Regulation *08.01.01*.

5. RELLIS Campus

- 5.1. The assistant provost, RELLIS Academic Alliance (assistant provost), or designee is the contact person for oversight of the civil rights protection and compliance program on the RELLIS campus, excluding facilities and grounds not assigned to System Offices, including facilities and grounds assigned to other members or facilities and/or grounds leased to third-parties. Members assigned facilities and grounds at the RELLIS Campus will be responsible for compliance with System Regulation *08.01.01* at such facilities and grounds.
- 5.2. The assistant provost or designee is responsible for the intake of complaints and distribution to the appropriate member(s) as specified in this rule. The assistant provost is the RELLIS Campus Title IX Coordinator. Reports may be made directly to:

Assistant Provost | RELLIS Academic Alliance
civilrights@rellis.tamus.edu or 979-317-3402

5.2.1 Recommended items in the report include, if known:

- (a) date(s) of the complaint and alleged incident(s);
- (b) nature and description of the alleged conduct;
- (c) name(s), category (employee, student, and/or third party) and title(s) of the individual who was subjected to the alleged discriminatory conduct; and
- (d) name(s), category (employee, student, and/or third party) and title(s) of the respondent(s).

- 5.2.2. Anonymous reports may be submitted through the “File a grievance link” located on this webpage: <https://rellis.tamus.edu/academicalliance/campus-life/safety-and-rights/>
- 5.2.3 Reports with minimal information, including exclusion of complainant(s)’s and/or respondent(s)’s names, may limit the ability to investigate the allegation [insufficient information].
- 5.2.4 The following employees have authority to institute corrective measures: Office of the Provost, Assistant Provost and Title IX Coordinator. An employee with authority to institute “corrective measures” means an employee with authority to redress harassment for complaints involving only Title IX and sex-based misconduct
- 5.3. Upon receipt of a verbal or written complaint, the assistant provost or designee will determine the status of the Respondent (employee, student, or third party). If the Respondent is a Texas A&M University System (system) employee, the complaint will be sent expeditiously to the designated official at the employing member. If the Respondent is a student, the complaint will be sent expeditiously to the designated official at the institution in which the student is enrolled. If the Respondent is a third party or a student employed by a member, the assistant provost or designee will contact SECO to determine jurisdiction. If the Respondent is not associated with the RELLIS campus – in one of the aforementioned manners – sanctions could not be enforced, thus the investigation would not proceed [lack of jurisdiction]. This does not prevent the complainant(s) from filing criminal charges with a law enforcement agency against the respondent(s).
- 5.4. When the Respondent is a System Offices employee, the assistant provost or designee will promptly forward the complaint to the director of human resources.
- 5.5. When the Complainant is a student or employee of a member different from that of the Respondent, the assistant provost or designee will also expeditiously send a copy of the complaint to the designated official at each member.
- 5.6. If alleged or suspected discrimination is experienced, observed, or made known to a system employee at the RELLIS campus, the employee must promptly report that information to the assistant provost or designee. An employee’s failure to report alleged or suspected discrimination may result in disciplinary action, including dismissal. Employees are not required to report an incident in which the employee was the victim.
- 5.7 Students may make confidential reports to RELLIS Academic Alliance counseling services:

Department of Psychological and Brain Sciences | Texas A&M University
Millner Hall, Suite 101
425 Ross St., College Station, TX 77843

- Confidential reports and requests by reporting parties or complainants to not pursue investigations will be included in aggregate crime statistics for the campus, necessary for The RELIS Campus Annual Security Report as required as part of the Clery Act.
- 5.8 A third party (including, but not limited to, anyone receiving services from members, vendors, and private business associates at the RELIS campus) should promptly report suspected discrimination, sexual harassment, and/or related retaliation involving a system employee or student to the assistant provost or designee.
 - 5.9 No employee or student at the RELIS campus may retaliate against a person for filing a complaint or participating in an investigation under this rule and related regulation or engage in any other conduct prohibited by Section 2.11 of System Regulation *08.01.01*. Employees or students found to have retaliated, or intentionally provided false or materially misleading information regarding alleged discrimination under this regulation, may be disciplined, up to and including dismissal or expulsion.
 - 5.10 The assistant provost will discuss supportive measures with the complainant(s) and respondent(s), if known, and may employ equitable supportive measures. These supportive measures may be implemented prior to a formal hearing in consultation with the designated official at the investigating member(s).
 - 5.11 The investigative process is addressed in *08.01.01* and members' corresponding rules for those respondents within their jurisdiction.
 - 5.12 Behavior not rising to the level of a civil rights violation, including Title IX and sex-based misconduct, may be referred to the staff member's supervisor, the student's code of conduct administrator, or the faculty member's home institution for disciplinary action, if the allegation is a potential violation of another standard of conduct.
 - 5.13 Each faculty and staff member participating in any aspect of the process to respond to civil rights allegations will meet at least the minimum training requirements required of that position, including annual training. Records of the completion of such training will be maintained in TrainTraq and all training material will be posted to the RELIS website (<https://rellis.tamus.edu>).

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