



Non-discrimination and Title IX Information – August 10, 2012

The following general information regarding the Adler School's Non-discrimination policy and Title IX Coordinator is provided to assure that members of the Adler School Community have access to and are aware of the processes and policy available to protect members of our community from discrimination or harassment.

The School's designated Title IX Coordinator received, investigates, and supervises resolution processes related to reports or complaints of sex discrimination or harassment. The Title IX Coordinator (Coordinator) is the Associate Vice President for Human Resources. The Coordinator supervises all sex discrimination and harassment complaints and keeps records thereof. The Coordinator is also responsible for training and preventative measures in these areas. Complaints of sex discrimination or harassment should be directed to:

Elinor Hite, Associate Vice President for Human Resources
Adler School of Professional Psychology
17 North Dearborn
Chicago, IL 60602
312-662-4000 ext. 4415
ehite@adler.edu

It is the policy of the Adler School of Professional Psychology that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status or other status protected by local, state, or federal law in its employment or its educational settings, including all academic, required or School-sponsored activities, on or off campus. The Adler School reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination and/or retaliation in violation of this policy.

Examples of discrimination in violation of this policy include treating an employee, student or other member of the School community differently in the terms and conditions of his or her employment or education or making decisions about a person's employment, compensation, or education based upon a person's race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status or other protected status. To illustrate, faculty may not apply different academic standards to students based on their race, age or other protected category. Similarly, students may not prevent other students from participating in course work or a School-sponsored activity based on their gender, sexual orientation, or other protected category.

The Office of Human Resources (OHR) is responsible for receiving, processing, and investigating complaints of discrimination, harassment, and/or retaliation against School employees, students and persons outside the School community, such as external vendors, and training site personnel. When complaints involve students, the Assistant Vice President of Human Resources will coordinate

investigating and resolution processes with the AVP of Student Affairs. All reports will be investigated and documented as complaints, which will initiate the resolution process.

There are multiple channels for the reporting of violations of this Policy. If you believe you have been the subject of, or have witnessed, or are aware of, discrimination, harassment or retaliation, you should make a complaint as soon as possible to the OHR, or to your supervisor, Chair or Dean. The complaint form is available at [\[Add website and form\]](#), but violations may be reported via other means, including telephone, in person or email. All employees of the Adler School are responsible for reporting incidents of discrimination, harassment, or retaliation that come to their attention to the Associate Vice President of Human Resources at 312-662-4415 or ehite@adler.edu.

Students also may file a complaint with the OHR as long as it concerns the actions of a School faculty or staff employee or if it concerns an unknown person or someone outside the School community. Student complaints about the actions of other students are handled by the Division of Student Affairs in conjunction with the OHR. Students who wish to make such a complaint may contact the Associate Vice President of Student Affairs directly at 312-662-4141 or studentservices@adler.edu.

The Adler School strongly encourages complainants to make a complaint as soon as possible after an alleged violation occurs. The timelier a complaint of discrimination, harassment or retaliation, the better the OHR will be able to investigate the complaint. OHR's ability to investigate a complaint may be limited if the complaint is not made within a reasonable time period after the alleged occurrence(s). The OHR encourages the filing of complaints be filed within 120 days of the alleged occurrence(s), although complaints submitted after 120 days will still be investigated and resolved according to this Policy. A complainant should receive an acknowledgement of receipt from the OHR within 10 business days of filing a complaint. If this does not occur, then that person should directly contact the OHR to confirm receipt of the original complaint. Complaints should be directed to:

Elinor Hite, Associate Vice President for Human Resources
Adler School of Professional Psychology
17 North Dearborn
Chicago, IL 60602
312-662-4000 ext. 4415
ehite@adler.edu

Complaints involving students should be directed to either the contact listed above, or:

Greg MacVarish, Associate Vice President for Student Affairs
Adler School of Professional Psychology
17 North Dearborn
Chicago, IL 60602
312-662-4141

This document constitutes general information, and not the complete Non-discrimination and Non-harassment Policy. The complete policy will be posted by September 2012.

Questions about this policy can be directed to the OHR. Contact information is listed above.