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THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

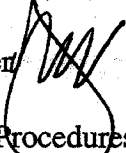
January 22, 2001

James C. Moeser  
Chancellor

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**MEMORANDUM**

TO: Deans, Directors, and Department Chairs

FROM: James Moeser 

RE: Policies and Procedures Concerning Sexual and Racial Harassment

As we begin another semester, I am by separate letter reminding all students, faculty and staff members of our Policies regarding sexual and racial harassment. I want to emphasize not only the importance of these Policies, but also the responsibility of each individual to contribute to work and learning environments free of this kind of discrimination.

Copies of these Policies are available on the web at [www.unc.edu/campus/policies.html](http://www.unc.edu/campus/policies.html), and I ask that you take the time to read them. I also ask that you take whatever steps seem necessary to enhance understanding in your department of what sexually and racially harassing behaviors are; what expectations the University has for respectful and appropriate interactions between faculty, staff, and students; and what resources are available to assist with resolving related concerns.

I also want to remind you of your special responsibility for conducting timely internal investigations of allegations of sexual or racial harassment. When allegations are received or when you have knowledge of conduct that may involve harassment, prompt response is essential. Information relevant to conducting investigations at this level of resolution can be found under *Administrative Review Procedures* in both Policies.

The Policies also require that a written report of these internal investigations (Administrative Review) be sent to the Dean or Director and to the Sexual Harassment Officer (in the case of sexual harassment) or to the Equal Opportunity/ADA Officer (in the case of racial harassment), whether or not there is a finding of harassment. I remind you, in addition, that after completing any investigation of harassment allegations, but before deciding on corrective action, if appropriate, you are responsible for familiarizing yourself with previous relevant findings, if any, arising under these Policies. Information about previous relevant findings may be obtained from the Sexual Harassment Office or the Equal Opportunity/ADA Office.

Questions concerning the Policies and Procedures can be addressed to the Associate Vice Chancellor for Human Resources (962-1554); the Human Resources Counseling Service (962-

2656); the Sexual Harassment Officer (962-3026); the Equal Opportunity/ADA Officer (966-3576); the Vice Chancellor and General Counsel (962-1219); the Dean of Students (966-4042); or respective Chairs of the Student, Faculty, and EPA Non Faculty Grievance Committees. These offices are prepared to assist any member of this community in understanding what the Policies mean and how they operate.

Neither the problems of sexual or racial harassment nor the negative consequences for failing to deal with them appropriately will be eliminated from our community unless commitment to preventing and eliminating discrimination of any sort is vigorous and pervasive. I appreciate your efforts to foster and support such commitment.

Route To:

- Cheryl Hudson
- Rosa Nolen
- Norma Newton
- Jonathan Herz-Midler