



WHERE TO TURN – Navigation Assistance available to Administrative and Academic Faculty when Personally Aggrieved, Subjected to Adverse Personnel Actions or as a Witness to Inappropriate or Prohibited Conduct

OFFICES THAT CAN HELP	<p>COMPLIANCE - The UNLV Office of Compliance was established to ensure compliance with various state and federal laws (federal regulations and related agency guidance) including but not limited to Title IX, EEO/AA laws and the Americans with Disabilities Act. The office is charged with all investigations into complaints of discrimination and/or sexual harassment, including but not limited to alleged violations of Title 4, Chapter 8 of the NSHE Code ("Chapter 8"). Call 895 – 4055.</p> <hr/> <p>EMPLOYEE RELATIONS – The Employee Relations group within Human Resources is available to help employees and supervisors understand avenues to address their issues, complaints or grievances- For administrative faculty, Employee Relations manages the peer review process for evaluation disputes. Call 895 – 5817.</p> <hr/> <p>FACULTY AFFAIRS - The Office of Faculty Affairs (OFA) is available to counsel employees and supervisors on the stages and filing of a conduct complaint under Title 2, Chapter 6 of the NSHE Code ("Chapter 6"). Additionally, OFA facilitates appointment of an ad hoc Administrative Code Officer (ACO), if necessary, and coordinates the disciplinary process in matters that may involve potential sanctions of Chapter 6 suspension, restitution or termination. Call 895 – 3496.</p> <hr/> <p>FACULTY SENATE - The UNLV grievance process and receipt of grievance materials is coordinated by the chair of the Faculty Senate. Additionally, the Chair and Senate staff is available to counsel employees about the grievance process and administrative processes that must be exhausted prior to using the grievance process. Call 895 – 3689.</p> <hr/> <p>OMBUDS - The UNLV Ombuds is an independent resource with a charter to help resolve issues related to workplace and academic environments through confidential individual assistance as well as through mediation of conflict between colleagues or between supervisors and employees. Call 895 – 1823.</p>
TYPES OF COMPLAINTS	<p>DISCRIMINATION/HARASSMENT - UNLV is committed to preventing and eliminating discrimination or harassment as prohibited by state and federal laws including Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments, and the Americans with Disabilities Act. UNLV is committed to eliminating and preventing any form of discrimination or harassment based on age, disability (including service-connected disabilities), sex (including pregnancy-related conditions), gender, military status or obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, color, or religion. Sexual harassment, whether as sexual assault, dating violence, domestic violence, stalking or coercion, are forms of discrimination and are illegal.</p> <hr/> <p>PROHIBITED CONDUCT BY FACULTY - Title 2, Chapter 6, Section 2 of the NSHE Code enumerates conduct which is "prohibited for all members of the faculty" (including academic and administrative faculty). Examples of prohibited conduct and activities include, but are not limited to, failure to perform the duties for which the faculty member is employed, incompetence or inefficiency, insubordination, dishonesty, unauthorized absence from duty or abuse of leave privileges, threats of violence, unlawful discrimination, unwelcome sexual advances, academic dishonesty, and inability or incapacity to perform duties due to mental or physical reasons.</p> <hr/> <p>ADVERSE PERSONNEL ACTIONS - Chapter 5 of the NSHE Code provides each academic and administrative faculty with rights, procedures and timelines in which to redress adverse personnel actions. The definition of "adverse personnel actions" include, but are not necessarily limited to, denial of a salary increase, denial of merit or disagreement with the amount of merit awarded, denial of promotion, non-reappointment and termination.</p>
WHERE TO FILE*	<p>COMPLAINTS RELATED TO DISCRIMINATION/HARASSMENT - File with your supervisor, the Office of Compliance, or with any Title IX Deputy Coordinator listed at: http://www.unlv.edu/compliance/titleIX</p> <hr/> <p>COMPLAINTS RELATED TO PROHIBITED CONDUCT BY FACULTY - Prohibited activities should, primarily, be reported to and addressed by the supervisor. If the supervisor is the one accused of committing the infraction, or if for any other reason, the infraction cannot be reported to the supervisor, report the conduct to the vice president, dean or director for that area.</p> <hr/> <p>COMPLAINTS RELATED TO ADVERSE PERSONNEL ACTION - Available administrative remedies include making a timely written request of reasons for any adverse personnel action and subsequent timely request for reconsideration. These requests would be filed with your supervisor. If you are not satisfied with the reason and/or</p>

*All complaints can be made through

EthicsPoints	reconsideration result, you can file a grievance through the Faculty Senate, in most cases.
WHAT HAPPENS ONCE YOU FILE	<p>COMPLAINTS RELATED TO DISCRIMINATION/HARASSMENT - Filing with either your supervisor or one of the staff designated to receive your complaint begins a defined process, which is outlined in the NSHE Handbook, Title 4, Chapter 8, and Section 13. The UNLV Office of Compliance manages each investigation and ultimately recommends a disciplinary action. Management is responsible for the implementation of any warranted discipline or other appropriate actions to correct problems or remedy effects caused by the conduct.</p> <hr/> <p>COMPLAINTS RELATED TO PROHIBITED CONDUCT BY FACULTY - Vice presidents, deans, directors and equivalent position holder can issue disciplinary reprimands or warnings to administrative and academic faculty members under procedures stated in Section 6.6 of Chapter 6. If suspension, restitution or termination is a potential sanction, an ACO must be assigned to investigate the situation. ACO would act in coordination with the Vice Provost for Faculty Affairs. Appointment of ACO is done on a case by case assessment.</p> <hr/> <p>COMPLAINTS RELATED TO ADVERSE PERSONNEL ACTION - Your supervisor and the administrators above your supervisor are required to act within defined timeframes as outlined in Chapter 5 of the NSHE Code. Steps to be exhausted prior to filing a grievance include (1) filing a request for a statement of the reasons for the adverse personnel action with the supervisor, then after receipt of the reason (2) filing a request for reconsideration. If you find the reconsideration result unacceptable, then a grievance can be filed, in most cases.</p>
<p>Disclaimer: This condensed information guide is intended to explain in a straightforward manner the processes you should follow if you think you have grounds for any of the actions described. This is a guidance document only and should not be relied upon exclusively. The guide should be read along with the relevant section of the NSHE Code, NSHE Handbook and/or UNLV Bylaws.</p>	