

From: [Special NDSU Announcement to all Staff](#) on behalf of [Bilen-Green, Canan](#)
To: NDSU-STAFF@LISTSERV.NODAK.EDU
Subject: EO/Title IX policies, non-discrimination statement/posters, announcement of positions, accommodations, inclusion, training, resources, Tribal Initiatives Director, PCDIR
Date: Wednesday, December 15, 2021 1:01:11 PM
Attachments: [image001.png](#)

Dear NDSU Community:

I am writing today to remind our university community of our shared responsibility to make NDSU a welcoming, safe, and inclusive campus. We each have an essential role in shaping campus climate and safeguarding our students and one another. I hope you will take a moment and review this **annual reminder** of the [policies](#) prohibiting discrimination, harassment, retaliation, and sexual misconduct; [accommodations](#) for disability, temporary medical conditions, and pregnancy; [religious accommodations](#); required non-discrimination [statement and posters](#); employee [reporting responsibilities](#); employee and supervisor [training requirements](#) and optional training, including upstander and anti-racism training, to foster a safe, respectful, inclusive, accessible, and non-discriminatory environment; [resources](#) available at NDSU to address your questions including alternative conflict resolution and sexual assault prevention and advocacy; [climate work/life survey](#); the [National Science Foundation](#) harassment reporting requirements; [inclusive excellence initiatives](#), including membership to National Center for Development & Diversity, research series on engaged citizenship and inclusion and the ASPIRE program for inclusive teaching, research mentoring, advising, and leadership; equal opportunity in announcement of all positions and [search training requirements](#); and [affirmative action plan](#). Below you will also find updates on the new [Tribal Initiatives Director](#) position and the [President's Council on Diversity, Inclusion, and Respect](#).

- 1. Policies. NDSU is committed to providing a safe and non-discriminatory learning, living, and working environment for every member of our university community.** Specifically, NDSU is committed to taking action against discrimination, harassment, retaliation, and sexual misconduct in order to: (1) stop it; (2) remedy its effects; and (3) prevent its recurrence. **If you believe you have been subjected to discrimination, harassment, retaliation, or sexual misconduct, you are encouraged to complete and submit** a complaint to the Equal Opportunity and Title IX Compliance Office by visiting https://www.ndsu.edu/equity/filing_a_report_or_complaint/ and then clicking on File a Complaint.

The [Equal Opportunity and Title IX Compliance Office](#) investigates all discrimination, harassment, retaliation, and sexual misconduct complaints involving students and employees and will coordinate the resolution of those complaints as described in [Policy 156](#) and [Policy 156.1](#). For complaints alleging a violation by a student, please see [Student Investigation Flow Chart](#). For all other complaints please see [Employee Investigation Flow Chart](#). The list of NDSU's policies related to equal opportunity, ADA, and Title IX can be found at the end of this email. For more information on NDSU's complaint resolution process, including "what you can expect/can't expect" once a complaint is filed, see https://www.ndsu.edu/equity/about/filing_a_complaint_at_ndsu/what_can_or_cant_i_expect/

Questions, concerns, or complaints related to equal opportunity, discrimination, harassment, retaliation, and sexual misconduct, including those related to Title IX, may be directed to [Equal Opportunity and Title IX Compliance Office/Director Heather Higgins-Dochtermann \(Old Main 201, NDSU Main Campus, Fargo, ND 58108\)](#), 231-7107; heather.higginsdocht@ndsu.edu).

- 2. Accommodations for students with disabilities, temporary medical conditions, and pregnant students.** Disability Services is designated as the office that students with a disability, temporary medical condition, or pregnancy work with to request services/accommodations. Please note that per NDSU [Policy 333](#) "*Absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's health care provider deems the absences medically necessary. When the student returns to class the student must be provided the opportunity to make up any work missed. Alternatives include allowing the student to take an incomplete and complete the course at a later date, or retaking the course or taking an online course.*"

If you have a student that is requesting accommodations without presenting documentation from Disability Services, please refer the student to **Disability Services**. For more information see <https://www.ndsu.edu/disabilityservices/>.

Employee requests for accommodations on the basis of disability are processed through the [Office of Human Resources/Payroll](#). Per NDSU [Policy 168](#), "*Supervisors receiving requests for accommodation from employees shall direct the employee to contact Human Resources in order to address their need for a reasonable accommodation.*"

- 3. Religious accommodations for students.** Per NDSU [Policy 333](#), "*Religious observances may require absence from a class session and other required class activities. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.*" The [Office of Multicultural Programs](#) maintains a list of common [religious holidays and events](#).

- 4. Required non-discrimination statement and posters. The following statement must be included in all bulletins, announcements, manuals, publications, guidebooks, brochures, pamphlets, catalogs, application forms, or recruitment materials that are made available to NDSU participants, students, applicants, or employees:**

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental

disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: [Equal Opportunity and Title IX Compliance Office/](#) Director Heather Higgins-Dochtermann (Old Main 201, NDSU Main Campus, Fargo, ND 58108, 231-7107; heather.higginsdocht@ndsu.edu).

Equal opportunity and Title IX related **posters are required to be placed where they are visible to students, employees, applicants, and other participants** in NDSU's educational programs and activities. For more information and link to required posters see https://www.ndsu.edu/equity/required_posters/.

- 5. Employee reporting responsibilities.** All NDSU **employees who observe** discrimination, including harassment, retaliation, or sexual misconduct must document the discrimination by visiting https://www.ndsu.edu/equity/filing_a_report_or_complaint/ and then clicking on File a Report and contacting the Equal Opportunity and Title IX Compliance Office. All NDSU **employees who receive a report of discrimination involving a student**, including harassment, retaliation, or sexual misconduct, must document the report, **including the name of the involved student(s)**, and contact the Equal Opportunity/Title IX Compliance Office. NDSU **supervisors, managers, department heads, deans, directors, or administrators who receive a report of discrimination involving employees**, including harassment, retaliation, or sexual misconduct, must document the report by visiting https://www.ndsu.edu/equity/filing_a_report_or_complaint/ and then clicking on File a Report. and contacting the Equal Opportunity/Title IX Compliance Office. Additional information regarding reporting responsibilities can be found in [Policy 156, Section 10](#). Equal Opportunity and Title IX Compliance Office **will keep the complaint and its investigation confidential to the extent that it is possible without compromising NDSU's commitment and obligation to investigate allegations of discrimination, harassment, retaliation, and sexual misconduct, to protect the university community.**
- 6. Employee training requirements. New employees are required to complete in-person Equal Opportunity/Title IX training within 60 days of their employment start date. After that,** all full-time employees are required to complete in-person (currently via Zoom) **Equal Opportunity/Title IX Training** every three years. For more information and to register for an in-person training session see https://www.ndsu.edu/equity/prevention_education.

Supervisor training requirements. In addition to the Equal Opportunity/Title IX training, supervisors (*managers, department chairs/heads, deans, directors, and administrators*) are required to complete **Supervisor Supplement – Equal Opportunity/Title IX Training**. These are individuals with assigned supervisory duties over employees. For more information and to register for a **Supervisor Supplement** session see https://www.ndsu.edu/equity/prevention_education.

To check your unit's **compliance training requirements**, contact Heather Higgins-Dochtermann (heather.higginsdocht@ndsu.edu).

Employees are also encouraged to complete optional **Community of Respect, Safe Zone Ally, Anti-Racism, and Upstander** training:

Community of Respect. Designed to teach participants about cultural differences and to encourage them to think critically about the impact of their cultural values in their relationships with others. The curriculum is organized into four separate modules with distinct learning outcomes outlined in each. Contact Angela Fowler (angela.fowler@ndsu.edu) or visit https://www.ndsu.edu/equity/prevention_education/.

Safe Zone. Designed to educate people about sexual orientation and gender identity/expression issues; create a visible network of allies to support the NDSU lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) community; and provide accurate information about sexual orientation and gender identity/expression diversity, issues, and resources within the community. The curriculum is organized into four separate modules in each. Contact Angela Fowler (angela.fowler@ndsu.edu) or visit https://www.ndsu.edu/equity/prevention_education.

Upstander Training. Designed to equip participants with basic techniques to safely assist those facing potentially harmful and dangerous situations. This training may be requested for classes and student groups. Contact Alison Bertolini (alison.bertolini@ndsu.edu).

Anti-Racism Training. Designed to educate participants about implicit bias and systemic racism in the US, for the purpose of combatting racism. This training may be requested for classes and student groups. Contact Larry Napoleon (larry.napoleon@ndsu.edu).

White Anti-Racism and Action Self-Study Course. This course is designed for faculty and staff who are ready to begin the lifelong process of unlearning racism and taking anti-racist actions. The effectiveness of this experience rests on your commitment to deep self-reflection, unlearning what you think you know, getting comfortable with being uncomfortable, and taking action. For access to this course contact Julie Nash (julie.nash@ndsu.edu).

Diversity and Cultural Competency Training for Incoming Students. Designed to educate new students about cultural differences and explore the benefits of diversity for our society generally and for the college experience. All incoming students have access to this Black Board course. About the content of this training, contact Jaclynn Walette, Director of Multicultural Programs (jaclynn.walette@ndsu.edu).

Sexual Assault Response Workshop. Designed to provide step by step information about how to talk with an individual who has experienced sexual violence, how to submit a mandatory report form following a disclosure, and the institutional response following a report. If you would like to host a Sexual Assault Response Education training for your organization or department please fill out the request for [here](#). Check out more information about the training [here](#) or email Megan Talcott, Sexual Assault Prevention and Advocacy Coordinator (megan.talcott@ndsu.edu).

- 7. Equal Opportunity/Title IX Resources.** NDSU Equal Opportunity and Title IX Compliance Office serves, in part, as a centralized resource for matters related to equity, Title IX, and non-discrimination at NDSU. As a part of its responsibility to promote equity, safety, and non-discrimination, this office reviews and revises policies and procedures; provides training; receives, investigates, and addresses discrimination, harassment, retaliation, and sexual misconduct complaints and bias reports; and offers institutional guidance and support regarding equity and nondiscrimination.

Sexual and Gender-Based Harassment and Sexual Misconduct **Resource Guide** and **Quick Reference for On-Campus Contacts**. These resources for students, faculty, and staff were created by the **Equal Opportunity and Title IX Compliance** Office, Student Affairs, Residence Life, Student Health Service, and University Police. The Guide provides information on how to assist someone who has experienced sexual misconduct; campus resources; recognizing and addressing abuse and violence; safety and bystander intervention; and complaint resolution process. To view these resources see:

https://www.ndsu.edu/equity/resources/sexual_and_gender_based_harassment_and_sexual_misconduct_resource_guide/.

Printed copies of the Resource Guide can be requested from the Equal Opportunity and Title IX Compliance Office.

Sexual Assault Prevention and Advocacy. The goal of NDSU Sexual Assault Prevention and Advocacy (SAPA) is to help students understand their rights as a student, the resources/options available on and off campus, and work towards a campus free from violence. Megan Talcott, SAPA Coordinator, is a confidential resource for students and can be contacted at megan.talcott@ndsu.edu or 701-231-5733.

Alternative Conflict Resolution. [Conflict resolution options](#) based in restorative justice practices are available through the Office of the Ombudsperson and the Dean of Students Office. These options are wholly voluntary, and focus on involving all affected parties in the repair of harm. Direct inquiries to Casey Peterson (casey.peterson@ndsu.edu).

- 8. Inclusive Excellence Initiatives.** The goal of NDSU Inclusive Excellence Initiatives is to design and implement accessible, equitable, and inclusive practices in teaching, advising, mentoring, and research; to retain and support a diverse faculty, staff, and student body; and to foster cross-campus partnerships and collaborations to support a welcoming environment for all. For various diversity, equity, and inclusion resources available on campus see <https://www.ndsu.edu/about/inclusion>.

Accessibility Committee. The Accessibility Committee monitors facilities, programs, and activities to assure the identification, prevention, and elimination of physical, digital, and/or programmatic barriers that interfere with student, staff, and faculty access to and benefit from University programs, facilities, and resources. Jason Blosser (Assistant VP for ITS, jason.blosser@ndsu.edu) and Mark Coppin (Director of Disability Services, mark.coppin@ndsu.edu) serve as co-chairs.

Including U. The goal of these sessions is to engage in conversations around some of the many identities and experiences of those who make up the NDSU family. This year's series include conversations on Food Insecurity, Being LGBTQ+ on Campus, Veteran Perspectives on Campus, Different Like Me: Intersectionality, Our Hidden Disabilities, Black Lives on Campus, Gendered Realities on Campus, International and New American Perspectives, and Different Abilities and Access. If you have an interest in being part of these panels, or have an idea for a future topic please contact Julie Nash (julie.nash@ndsu.edu).

Equity at the Intersections. Speaker series highlighting the value of diversity and inclusive excellence by exploring the impact of intersectional identities. The mission of the program is to provide an educational opportunity for all on campus; inspire and continue conversations about the social impact of intersectional identities, power and privilege; offer actionable ideas for advancing/promoting diversity and inclusion; and to draw together resources to inspire partnerships for diversity. The speaker series is funded through the Sue Fergus Andrews Fund, an endowment gifted to NDSU.

NDSU Faculty Research Series on Engaged Citizenship and Inclusion. Designed to showcase the scholarly research of NDSU faculty who have published on matters of social responsibility, equality, inclusion, and/or open-minded, ethical decision-making and action as related to topics including race, gender, sexuality, ethnicity, class, ability, religion, or issues facing the LGBTQ+ community. Proposals are welcome from NDSU faculty about their published research. Submit ideas to Jess Jung (jessica.jung@ndsu.edu).

NDSU ASPIRE Program. NDSU is participating in the nationwide Aspire program to help faculty use inclusive teaching, research mentoring, advising, and leadership practices and to increase faculty diversity. For more information, go to <https://www.aspirealliance.org/>. Direct inquiries to Julie Nash (julie.nash@ndsu.edu).

National Center for Faculty Development & Diversity. NDSU is a member of National Center for Faculty Development & Diversity. To access development and mentoring resources, create a free account at

<https://www.facultydiversity.org/join> and select NDSU. This resource is open to faculty, staff, and graduate students. Direct inquiries to Julie Nash (julie.nash@ndsu.edu).

9. **Climate/Work-life Survey.** Thank you to everyone who participated in the Fall 2021 Climate/Work Life survey. The Office of Institutional Research and Analysis (OIRA) will release results of the survey in the spring semester. OIRA, Equal Opportunity/Title IX Office, PCDIR will host a series of community forums to review and reflect on the results of the survey to help identify priorities for enhancing NDSU's learning, living, and working environment. Results of previous climate and work-life surveys conducted at NDSU can be accessed at https://www.ndsu.edu/oira/institutional_reports/campus_climate_survey/.
10. **Equal opportunity in announcement of ALL positions and search training requirements.** Announcement of positions is an important part of employee recruitment and advancement at NDSU. Per [NDSU Policy 103](#), an announcement is required for all titled or compensated appointments as well those that are interim and/or part time. **This means that graduate coordinator, program director, assistant chair, interim chair, and similar part-time or interim faculty, administrator and staff positions minimally require announcement on an internal or local basis and a recruiting period (of at least ten working days for academic staff and executive/administrative positions).** For all academic staff and executive/administrative positions, prior to posting, **the search committee chair must have received the in-person search training** within the last three years provided through Office of the Provost/Faculty Affairs. All search committee members are strongly encouraged to complete search training. Direct inquiries to Angela Fowler (angela.fowler@ndsu.edu) or visit <https://www.ndsu.edu/facultyaffairs/recruitment/>.
11. **Affirmative Action Program.** The [Equal Opportunity and Title IX Compliance Office](#) is responsible for maintaining an Affirmative Action Program (AAP) for the campus. This plan includes information on job group analysis, identification of employee recruitment and advancement problem areas, and placement goals. For more information about AAP or to schedule a viewing of the plan, please contact the [Equal Opportunity and Title IX Compliance Office](#) at 701-231-7708 or ndsu.eoaa@ndsu.edu.
12. **National Science Foundation (NSF) harassment reporting requirements.** NDSU is required to notify NSF if any funded researcher has been investigated for sexual or other forms of harassment and found to have violated related policies of NDSU. If an individual was placed on administrative leave or other action was taken through a complaint process, NSF is also to be notified. **This notification requirement applies to new NSF awards and funding amendments to existing awards since October 21, 2018.** Full term and conditions can be viewed at [Federal Register Notice](#). A fact sheet from NSF is at https://nsf.gov/news/news_summ.jsp?cntn_id=296671. NSF encourages anyone with a harassment complaint involving an NSF-funded researcher to report the incident to their home institution and visit [NSF's sexual harassment webpage](#). Individuals can also submit harassment complaints directly to the NSF Office of Diversity and Inclusion at programcomplaints@nsf.gov.
13. **President's Council for Diversity, Inclusion, and Respect.** Last year the President elevated the Inclusion Committee to a President's Council. The Council is composed of faculty, staff, and students, and advises and guides institutional efforts to create a welcoming and inclusive environment for all students, staff, and faculty. Drs. Gregory Lardy (gregory.lardy@ndsu.edu) and Canan Bilen-Green (canan.bilen.green@ndsu.edu) serve as co-chairs. For more information on the work of the Council, please visit: <https://www.ndsu.edu/inclusioncouncil/>.
14. **Tribal Initiatives Director.** The Office of Multicultural Program welcomed Tyrel Iron Eyes, Tribal Initiatives Director, in November 2021. This is a newly created position funded through USDA-NIFA New Beginnings program to improve campus climate and recruitment and retention of Native American students. Tyrel Iron Eyes will lead efforts to create an institutional framework that offers Tribal students the opportunities of higher education, and also provides a holistic support system to ensure their success.

Please contact me if you have any questions, comments, or concerns related to any of the items listed above.

Sincerely,

Dr. Canan Bilen-Green
Vice Provost, Faculty Affairs and Equity

NDSU's Equal Opportunity, Discrimination, Harassment, Retaliation, and Sexual Misconduct Policies:

[100](#) - Equal Opportunity and Non-Discrimination Policy

[100.1](#) - Non-Discrimination on the Basis of Disabilities and Reasonable Accommodation

[100.2](#) - Use of Service and Assistance Animals

[103](#) - Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

[156](#) - Discrimination, Harassment, and Retaliation Complaint Procedures

[156.1](#) – Title IX Complaint Procedures

[162](#) - Sexual and Gender-Based Harassment and Sexual Misconduct

[162.1](#) - Consensual Relationships

[168](#) - Reasonable Accommodation on the Basis of Disability - Guidelines for Employee Requests

[601](#) - Code of Student Conduct

606 - Guidelines for Student Requests for Reasonable Accommodation

606.1 - Course Substitution

606.2 - Confidentiality of Documentation

606.3 - Reduced Course Load

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Development & Diversity. To access development and mentoring resources, create a free account at

<https://www.facultydiversity.org/join> and select NDSU.

This resource is open to faculty, staff, and graduate students.

Dr. Canan Bilen-Green



Vice Provost | Faculty Affairs and Equity

Professor, Title IX/ADA Coordinator

NORTH DAKOTA STATE UNIVERSITY, Old Main 103/201

o: 701.231.7040 | c:701.799.3658 | canan.bilen.green@ndsu.edu

Scheduling questions: Ann.Fredrickson@ndsu.edu, 701.231.8453

Calendly scheduling: <https://calendly.com/cananbilengreen>

Zoom instant meeting space: <https://ndsu.zoom.us/j/9190568776>

Pronouns: she, her, hers

We collectively acknowledge that we gather at NDSU, a land grant institution, on the traditional lands of the Oceti Sakowin (Dakota, Lakota, Nakoda) and Anishinaabe Peoples in addition to many diverse Indigenous Peoples still connected to these lands. We honor with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.

"This message is posted as an informational service to the campus community. If you are not interested, please delete. You are asked to refrain from responding with your personal views to the individual who provided the information."