UH MANOA GENDER EQUITY OFFICE

UH-Manoa Complaint Procedures for Sexual Harassment

Formal Complaints

This option requires a full investigation of all formal charges. Anyone who is considering filing this type of complaint should file within 180 calendar days of the last incident of harassment. If the individual can show good cause for later filing, the deadline may be extended to 300 days from the last incident. Individuals can receive assistance from the Gender Equity Specialist during this process.

Procedure for Filing Formal Complaints

You must be willing to:

1) Identify yourself and the respondent
2) Provide a detailed complaint statement
3) File your complaint within 180 calendar days of the last incident of harassment

Contact the appropriate filing office

- Vice Chancellor for Students Office/Office of Judicial Affairs
- EEO/AA Office

After filing a complaint:

- **Screening** - Your complaint will be screened by the investigating office (1-10 working days)
- **Notice** - A copy of your complaint statement will be sent to the Respondent (1-5 working days)
- **Respondent** - The Respondent has 10 working days (extensions possible) to send their version of the events to the investigating office
- **Investigation** - The investigators interview the reporting party, the respondent and witnesses to gather relevant information (45 working days, extensions may occur)
- **Writing up the facts** - The investigators prepare a fact-finding report (15 working days, extensions possible)
- **Decision** - The Vice Chancellor issues a decision (up to 20 working days, extensions possible)
- **Appeal**
  Either party can file an appeal to the Chancellor within 10 working days of receiving the decision
Informal complaints

In many cases, informal procedures are effective in stopping sexual harassment. This option is open to any student, staff, or faculty member willing to identify themselves. If the individual is seeking a mutually agreeable resolution, they may be required to identify the alleged harasser. Informal actions include holding workshops for the department, distributing written information, mediating between the two parties, and other measures that may prevent the risk of future harassment. The Gender Equity Specialist can meet with you to identify the best strategy for your situation.

Procedure for Informal Complaints

♦ You must be willing to identify yourself
♦ Describe the situation and the resolution you are seeking. You may change your mind and decide to proceed formally at a later time
♦ You may be required to identify the respondent.

For assistance or questions about the procedure, contact any of the following:

➢ Gender Equity Office
➢ Vice Chancellor for Students Office/Office of Judicial Affairs
➢ EEO/AA Office

Consult the Gender Equity Office

If you are not sure that the behavior rises to the level of sexual harassment, make an appointment to see the Gender Equity Specialist, who is able to provide information and options that can help you decide how best to proceed.

CONTACT INFORMATION: Jennifer Rose, JD
Gender Equity Office/Advocacy Office
2600 Campus Road, QLCSS Room 210
(808) 956-9977

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