

COLLEGE OF WILLIAM AND MARY

INTERDEPARTMENTAL COMMUNICATION

From Wesley C. Wilson

Date Dec. 17, 1975

To

SUBJECT: Attached (Grievance Title IX Procedure)

This is the final version of the Grievance Title IX Procedure.  
If there are any questions, please to not hesitate to call me  
at Ext. 651.



W.C.W.

attachment

MAILED TO THE FOLLOWING:

Dr. William J. Hargis, Jr.  
Vice President Healy  
Vice President Carter  
Vice President Heemann  
Mr. Jerry Van Voorhis  
Ms. Cam Walker (5)  
Mr. Robitshek  
Dean Jack Edwards  
Dean Charles Quittmeyer  
Dean James Yankovich  
Dean Emeric Fischer  
Dean John Selby  
Dr. Vinson Sutlive  
Dr. Mitchell Byrd  
Dr. Richard Kiefer  
Dr. J. Ward Jones  
Dr. Martin A. Garrett, Jr.  
Dr. Carl Dolmetsch

*Dean Sam Sadler*

Dr. Richard K. Newman, Jr.  
Dr. Bruce Goodwin  
Ms. Margaret Hamilton  
Dr. Thomas F. Sheppard  
Dr. Peter V. O'Neil  
Lt. Col. Lawrence L. Mills  
Ms. Elsa S. Diduk  
Dr. Frank T. Lendrim  
Dr. David H. Jones  
Mr. Howard M. Smith (5)  
Mrs. Mildred West (5)  
Dr. Hans von Baeyer  
Dr. Stanley B. Williams  
Dr. Thomas M. Finn  
Dr. Lawrence S. Beckhouse (5)  
Mr. Roger Sherman  
Mr. Ben Carnevale (5)  
Mr. Ross Weeks

*Ms. Healy. W4171 Head*  
*Mr. Ben Smith - Campus Center*

From - THE OFFICE OF THE PRESIDENT

To -

The following note went to Dean Sadler  
and to Mr. Ken Smith

Extra copies of this Grievance Title IX  
Procedure will be forthcoming to you.  
It will be stated in the William and Mary  
News that they may be obtained from your  
office and from the Campus Center. Should  
you have any questions, please call.

WES

From Wesley C. Wilson  
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Date Dec. 17, 1975  
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To Mr. Ross Weeks

Subject: Attached (Grievance Title IX Procedure)

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W. C. W.

attachment

Ross: Would you please ask Mrs. Healy to have this Grievance Title IX Procedure placed in the William and Mary News in full context or in a condensed version. Also note that copies of this Procedure will be available in the Office of Dean Sadler and in the Campus Center. Should you have any questions, please call.

W. C. W.

cc: Mrs. Healy

## GRIEVANCE TITLE IX PROCEDURE

### Nondiscrimination On Basis of Sex

In June, 1972, the Congress passed Title IX of the Education Amendments.

In June, 1975, the Department of Health, Education and Welfare published the implementing Regulation for Title IX of the Education Amendments of 1972, which prohibits sex discrimination in Federally-assisted education programs. Specifically, Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program receiving Federal financial assistance..."

In compliance with Section 86.8 of Title IX Rules and Regulations, the following complaint and/or grievance procedure is established for The College of William and Mary.



Wesley C. Wilson  
Assistant to the President  
for AA/EEO

## Objective

To provide for prompt and equitable resolution of student or employee complaints alleging any action which would be prohibited by Title IX of the Education Amendments of 1972.

## Policy

A grievance shall be a complaint or allegation by a student or employee, of The College of William and Mary, regarding the application, meaning, or interpretation of Title IX of the Education Amendments of 1972.

Any student or employee filing a grievance shall have at every level the right to be represented by legal counsel, present witnesses and evidence to support the grievance without fear of reprisal. This procedure does not confer the right upon anyone to make slanderous or libelous statements.

When the question of grievance validity cannot be satisfactorily resolved at either the departmental level or by the Dean of the School, a ruling will be made, in writing, by the William and Mary Office of AA/EEO within five (5) days.

Regardless of validity, all complaints should be given attention. This is in recognition of the philosophy that any matter of such concern as to affect the morale or effectiveness of the student or employee is of equal concern to the College of William and Mary.

Level One:

A student or employee who has a grievance shall discuss the problem with the appropriate department chairman or immediate supervisor. The grievance need not be reduced to writing at this level.

Level Two:

If the grievance is not resolved within thirty working days after the first level meeting, the grievant should reduce the grievance to writing on a Grievance Form obtainable from the William and Mary AA/EEO Office (Brafferton #1). The fully completed Grievance Form shall be delivered by the grievant to the department chairperson or immediate supervisor. An information copy should be forwarded to the William and Mary Office of AA/EEO. The chairperson/supervisor and the next level of supervision or Dean of the School shall meet with the grievant within ten (10) working days of receipt of the Grievance Form. The grievant may have a representative of his choice present at this meeting.

A written reply shall be made to the grievance within thirty (30) working days following the meeting. An information copy of the reply should be forwarded to the William and Mary Office of AA/EEO.

Level Three:

If the reply from the second level meeting is unacceptable to the grievant a request, in writing, may be made to the Vice President for Academic Affairs

or the Vice President for Business Affairs, as appropriate. A grievance arising within the Office of College Development will follow the accepted chain of command of that office. The request for a meeting with the Vice President shall be made by the grievant within two working days of receipt of the Level Two reply. The Vice President shall meet with the grievant within ten working days of the grievant's request and reply in writing, to the grievance within thirty working days following the meeting. An information copy of the request for meeting and the reply should be forwarded to the William and Mary Office of AA/EEO.

The Vice President may be accompanied by staff members as desired and the grievant may have a representative of her/his choice.

Level Four:

If the reply from the Third Level meeting is unacceptable to the grievant a request, in writing, may be made to the President. An acknowledgment of receipt of the request will be made within ten working days. An interim report will be made to the grievant within thirty working days. Included in this report will be a discussion of the development of the investigation, a timetable for future actions and an estimated date that a final reply can be expected.

The decision of the President shall be final in all determinations related to the William and Mary position on the grievance. Failure to comply with the decision of the President or reprisals taken as a result of the decision

shall be grievable or cause for disciplinary action. The decision of the President does not preclude the grieved from the right to pursue the grievance through the appropriate State, Federal or legal channels.

Copies of the decision shall be transmitted to all parties related to the grievance.

Note 1: Grievance related specifically to athletics or sports conducted on an inter or intracollegiate basis will be reviewed in the following manner:

- a. Levels 1 and 2 will be presented to the Director of Athletics or the Department Chairperson, as appropriate. Allowable processing time will remain the same.
- b. Level 3 will be presented to the Athletic Committee Chairperson. It will be at the discretion of the chair as to the need for a full committee review. Review time remains unchanged.
- c. Level 4 will be presented to the President as previously described.

Note 2: The parties to the grievance, by mutual agreement, may extend any, or all of the time periods established in this procedure.



Note 3: Nothing in this procedure is intended to circumscribe or modify the existing right of any department to do the following, provided, however, that none of these rights may be exercised in an arbitrary or capricious manner:

- a. Supervise the education of students or the work of employees;
- b. maintain the efficiency of departmental operations;
- c. remove students from educational programs or employees from duties for legitimate reasons;
- d. take actions as necessary to carry out the duties of the department; and
- e. determine the methods, means and personnel by which departmental operations are to be carried on.

POINTS OF CONTACT FOR TITLE IX GRIEVANCE

All Department Chairpersons or Supervisors

Mr. Bernard Carnevale, Director of Athletics  
Extension 326 - William and Mary Hall 214

Mr. Lawrence S. Beckhouse, Chairman of the  
Athletic Committee  
Extension 320 - Morton Hall 217

Mr. Wesley C. Wilson, Assistant to the President  
for Affirmative Action/Equal Employment  
Extension 651 - Brafferton Hall 1

TITLE IX  
REPORT OF GRIEVANCE

GRIEVANT: \_\_\_\_\_

DATE GRIEVANCE  
SUBMITTED: \_\_\_\_\_

DATE OF OCCURRENCE WHICH  
PROMPTED GRIEVANCE: \_\_\_\_\_

GRIEVANCE: (Explain in your own words your grievance) \_\_\_\_\_

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Level 2 Meeting:

(REPLY:) \_\_\_\_\_

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\_\_\_\_\_  
(REVIEWER) (DATE AND TIME)

THIS DECISION (IS) (IS NOT) ACCEPTABLE.

\_\_\_\_\_  
(GRIEVANT) (DATE AND TIME)



