

# Faculty and Staff Grievance and Harassment Policy A1.02f

## 1. Purpose

This policy outlines the institutional procedures and protections in place to address faculty and Staff grievances, harassment allegations, discrimination, and related workplace concerns for faculty in the Rowan-Virtua SOM Physician Assistant (PA) Program. The policy ensures clarity, consistency, accessibility, and compliance with applicable collective bargaining agreements, institutional standards, and state and federal law.

## 2. Grievance Procedures for Faculty

All PA Program faculty are subject to the grievance procedures outlined in the Rowan University Faculty Handbook, available at:

<https://som.rowan.edu/documents/somfacultyhandbook.pdf>

Pages 40–44 of the handbook define procedures for resolving faculty disputes involving academic freedom, contract violations, tenure and promotion disagreements, and workplace conditions. These procedures include clearly defined timelines, responsibilities of all involved parties, and processes for formal appeal. The Faculty Handbook is distributed to all full-time and part-time faculty and is reviewed and updated regularly in accordance with Rowan University governance procedures.

## 3. Unionized Faculty Protections

Faculty covered under the **AAUP-RU Collective Bargaining Agreement** are entitled to grievance procedures established through formal contract provisions. These include mechanisms for dispute resolution through mediation or arbitration, consistent with New Jersey labor laws. The agreement ensures faculty have institutional support and representation in resolving conflicts.

## 4. Anti-Harassment and Anti-Discrimination Policies for Faculty and Staff

All PA Program faculty are subject to Rowan University's policy titled **Prohibiting Discrimination in the Workplace and Educational Environment**, which can be accessed at: <https://confluence.rowan.edu/display/POLICY/Policy+Prohibiting+Discrimination+in+the+Workplace+and+Educational+Environment>

This policy establishes procedures for reporting, investigating, and resolving harassment or discrimination complaints, and outlines protections under applicable state and federal laws, confidentiality protocols, and formal resolution steps.



Additional details and resources are available at the Rowan University **Office of Employee Equity** webpage:

<https://sites.rowan.edu/equity/harassment.html>

This site includes step-by-step reporting instructions, investigative processes, and available faculty support services.

## 5. Centralized Access to Equity and Compliance Policies for Faculty and Staff

Faculty are encouraged to reference the Office of Employee Equity's central policy portal:

<https://sites.rowan.edu/equity/>

The **Equity Policies** page (<https://sites.rowan.edu/equity/policies.html>) provides direct access to documents including:

- Title IX Sexual Harassment/Sexual Assault Policy
- Affirmative Action Policy
- ADA Accessibility Guidelines
- Anti-Harassment and Non-Discrimination Policy

These policies apply to all Rowan University employees and are reviewed regularly to ensure transparency and institutional consistency.

## 6. Model Procedures for Complaints for Faculty and Staff

Faculty may also utilize the Model Procedures for Reporting and Resolving Complaints of Discrimination, Harassment, and Retaliation, last revised in June 2023. This comprehensive procedural framework is available at:

[https://sites.rowan.edu/equity/\\_docs/model\\_procedures\\_final\\_revised\\_june2023.pdf](https://sites.rowan.edu/equity/_docs/model_procedures_final_revised_june2023.pdf)

The model procedures outline steps for submitting complaints, investigator responsibilities, rights of both parties, and protections against retaliation. These procedures are integrated into faculty training, onboarding, and internal resolution practices.

## 7. State-Level Complaint Rights for Faculty and Staff

In addition to university procedures, faculty are also entitled to protections under New Jersey state law. Faculty and staff may file formal complaints with the New Jersey Office of Equal Employment Opportunity/Affirmative Action using the Discrimination Complaint Intake Form, revised September 2020:

[https://sites.rowan.edu/equity/\\_docs/complaint\\_intake\\_form\\_9-10-20.pdf](https://sites.rowan.edu/equity/_docs/complaint_intake_form_9-10-20.pdf)

This form provides instructions for filing discrimination, harassment, or retaliation complaints directly to the appropriate state agency and includes confidentiality provisions and submission guidelines. Rowan's Office of Employee Equity informs faculty and staff of these external rights and supports them in accessing state-level remedies.



## 8. Institutional Oversight

The Office of Employee Equity, in collaboration with the Office of the Provost and Human Resources, is responsible for implementing and maintaining this policy. These offices ensure that all complaints and grievances are addressed appropriately and that procedures remain compliant with applicable law and accreditation requirements.