HARASSMENT BY STUDENTS – FLOWCHART FOR UNIT HEADS

YOU RECEIVE A COMPLAINT FROM AN ACADEMIC STAFF MEMBER

- Gather all details from the academic staff member, including a list of anyone else involved
- WHERE APPROPRIATE, engage in discussions with the student and the academic staff member to informally resolve the issue
- If you are a departmentalized faculty, notify your Dean
- Assess the threat level, the type of complaint and the severity

Is there an “immediate threat” to the health and safety of any person?

Is it “personal harassment” in that the student conduct complained of is non-violent but hostile, belligerent, abusive or invasive in nature?

Next, Develop a Response Plan

- Meet with the academic staff member and representatives of the other resource(s) involved to develop a plan of action
- In matters where investigative or disciplinary measures may be invoked against the student, seek assistance from the appropriate member of the Dean’s office who may contact the Coordinator, Dispute Resolution Mechanisms
- Assess if a conversation with the student by the Unit Head or academic staff member involved is now an advisable course of action

Implement the Response Plan

- This is the joint responsibility of the unit head and the academic staff member
- The Unit Head is responsible for ensuring that the other applicable resources are engaged and there is an understanding of who will do what

Monitor the Response Plan

- At minimum, engage in appropriate follow-up with the other resources
- Engage in continued communications with the academic staff member

Is the complaint “Human Rights” oriented? Does it involve sexual harassment or discriminatory harassment prohibited by Queen’s Code of Conduct, Queen’s Harassment/Discrimination Complaint Policy and Procedure or the Ontario Human Rights Code?

If you believe so, call 911 or Campus Security at 533-6111

If you believe so, call the Department of Environmental Health & Safety at 32999 or 533-2999

If you believe so, call the Queen’s Human Rights Office at 36886 or 533-6886

At any time, if you are concerned with the mental health of the student, please consult the Green Folder and call Student Wellness Services at 32506 or 533-2506