
Discrimination Grievance Procedure

Duke University encourages and is committed to an inclusive community that respects and values all of its community members. In support of this commitment, Duke University does not discriminate on the basis of race, color, sex, religion, age, disability, national origin, genetic information, sexual orientation, or gender identity in its employment practices or educational programs and activities. Duke University complies with applicable federal laws addressing discrimination.

Dr. Benjamin D. Reese, Vice-President for Institutional Equity has been designated the Duke University Coordinator for 1) Section 504 of the Rehabilitation Act of 1973 and 2) the Age Discrimination Act of 1975. Howard Kallem, Director of Title IX Compliance, has been designated the Duke University Coordinator for Title IX of the Education Amendments of 1972. They may both be contacted at the Office for Institutional Equity, Smith Warehouse, 114 S. Buchanan Blvd., Bay 8, Durham, North Carolina 27708. You may contact them by telephone at (919) 684-8222 or by email at ben.reese@duke.edu or howard.kallem@duke.edu.

Duke University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination¹ based on **race, color, sex, religion, age, disability, genetic information, national origin, sexual orientation, or gender identity**. This grievance procedure applies to complaints based both within an employment (employees or applicants) and educational (students) context.

Complaints alleging discrimination should be addressed to the Duke University Office for Institutional Equity, Complaint Investigator, Smith Warehouse, 114. S. Buchanan Blvd., Bay 8, Box 90012, Durham, North Carolina 27708.

GRIEVANCE PROCEDURES

1. A complaint of discrimination must contain the name and address of the complainant, and a description of the facts alleging prohibited discrimination. The complainant must set forth specific facts in support of the allegation(s).
2. A complaint must be filed within one year of the alleged discrimination.

¹ Duke University also prohibits harassment of any kind. Complaints involving allegations of harassment should be brought utilizing the Duke Harassment Policy and Procedures, which can be found at:

https://web.duke.edu/equity/resources/documents/harassment_policy_and_procedures.pdf. Complaints alleging sexual or related misconduct by students should be initiated through the Office of Student Conduct under the Student Sexual Misconduct Policy: <http://studentaffairs.duke.edu/sites/default/files/u122/Student%20Sexual%20Misconduct%20Policy.pdf>. There are several additional resources to help with a harassment concern. They include the respective Duke graduate or professional school dean, chair, advisor or director. However, any questions, concerns or complaints of harassment may be directed to the Office for Institutional Equity, 114 S. Buchanan Blvd., Smith Warehouse, Bay 8, Durham, North Carolina 27708 (919) 684-8222.

3. Following receipt of a complaint, an initial inquiry into the matter will be conducted in order to determine whether an investigation is warranted. This procedure affords the individual(s) making the complaint and the person(s) against whom the allegation(s) of discrimination have been made, and their respective witnesses, if any, an opportunity to submit information and documentation regarding the allegations of the complaint. The investigation may require obtaining additional information or questioning additional witnesses as determined by the complaint investigator. During the investigation and until resolution of the matter, interim restrictions may be issued as deemed appropriate.

4. The inquiry and/or investigation will focus on whether there is **sufficient evidence** to show there were acts taken against the complainant based on one or more of the protected classes listed above. **The applicable standard of proof is a preponderance of the evidence.**

5. The investigation and/or inquiry will be completed with written results of the investigation forwarded to the complainant within **forty-five (45) workdays of the receipt of the complaint.**

6. Although every effort will be made to comply with these timelines, exigent, unforeseen or unavoidable circumstances may justify an extension of time. The parties will be notified of any timeline extension and the basis for such extension.

7. Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited under University policy, and by state and federal law.

8. The complaint investigator will review the information obtained during the investigation for possible remedies, including any disciplinary action. The University will take reasonable steps to minimize the recurrence of any prohibited discrimination and remedy the consequences of any demonstrated discriminatory conduct. Examples of remedies include, but are not limited to:

- (1) disciplinary action;
- (2) change in supervisory relationship;
- (3) reasonable academic or housing accommodations

9. While confidentiality cannot be guaranteed, as much as possible, the complaint and investigation will be treated with an appropriate degree of privacy and discretion.

This document is available in alternative format.