

# **ROSTERED AND IN-RESIDENCE FACULTY HANDBOOK**

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**Please refer to the Doctoral Program Handbook for GTU Academic Policies.**

## **I. Categories of GTU Faculty**

### **A. Definitions**

**Rostered Faculty** are those faculty in regular academic appointments who are appointed, reviewed, and paid by GTU.

**In-Residence Faculty** appointments offer non-tenure-track faculty status and privilege to a person with appropriate academic requirements who is connected with the GTU through a Center, Affiliate, program, or special project. In-residence faculty need to request faculty status and be willing to teach and be active as faculty as their other responsibilities allow. In-residence policy is described in section V; appointments are reviewed by the appropriate Area, the GTU Dean, the Academic Committee and the Board. They are either for a specified limited term appointment, or are reviewed every five years. In-residence faculty are not compensated by the GTU, but are eligible for application to the Core Doctoral Faculty if that is their wish. (See Section V for more detailed information.)

**Area Adjuncts:** Some Areas of the GTU have developed close working relationships with faculty at other institutions in the Bay Area, or eminent and active emeritus faculty who have settled in the area. These persons may be appointed as Area Adjuncts and listed in the GTU Catalog. This listing designates the close relationships and the availability of such faculty to serve as outside readers for dissertations in the Area. Area nominated Adjuncts do not teach courses, but may serve on committees, and may participate from time to time in Area colloquies or special projects.

Appointment of an Area Adjunct is initiated by Area faculty, who obtain a c.v. of the nominee and write a paragraph to the GTU Dean in support of the nomination. The nomination must be reviewed by the full Area faculty, by the Faculty Advisory Committee, and by the GTU Dean and President. Appointment is considered ongoing, but the active status of the Area Adjunct will be reconfirmed as the Catalog is reissued.

**Consortial Faculty** is a term that designates all of the "regular" faculty in all schools of the GTU who have the privilege of attending faculty meetings.

**Core Doctoral Faculty** apply and, on review by the Appointments and Review Committee, are appointed by the Doctoral Faculty and the GTU Board of Trustees to establish and maintain the standards of the GTU Doctoral programs.

**Adjunct Faculty** are appointed by the GTU Dean to teach a single course, either with compensation by the GTU or from a designated source. Adjuncts are not invited to faculty meetings.

**Visiting Faculty** are appointed by the GTU Dean for a limited term (normally a semester or an academic year) to teach a specific set of courses. Normally, they are compensated for this service by specially designated funds. Visiting faculty are not normally invited to faculty meetings, but could attend upon request.

## **B. Rostered and In-Residence Faculty Meetings**

The GTU Rostered and In-Residence Faculty meets regularly on the second Wednesday of September, November, February, and April, 1:30-3:00 pm, in the GTU Dean's office. In-Residence Faculty are invited to these meetings in order to give them a voice in the governance and policy discussions of the GTU consortium. If an In-Residence faculty person already has regular membership in the faculty meetings of one of the schools, he or she may opt to attend that meeting rather than the GTU Rostered and In-Residence meetings.

## **II. Academic Calendar**

### **A. Extended Calendar**

The Extended Calendar is available on the GTU website. This document is a vital piece of official information about the academic calendar for the year, meeting dates, dates for major events and lectureships, deadlines, major committees, etc. Please consult it often.

### **B. Basic Structure of the Academic Year**

Like all institutions, the GTU has refined and altered its academic calendar over time; these changes are discussed and reviewed by the Council of Deans in consultation with the faculties.

The agreement about the basic structure of the year is as follows:

- Orientation week is the week before Labor Day.
- The first day of classes in the Fall semester is the Tuesday after Labor Day.
- Reading week is usually the eighth week in the semester. By policy, Reading Week is a study week and not an academic holiday, so regular meetings should be held.
- Thanksgiving Thursday and the Friday after are Academic holidays.
- The last day of the Fall semester is the fifteenth Friday after the beginning of the semester.
- The first day of Intersession is the first or second weekday after New Year (depending on the timing of the New Year holiday).
- Martin Luther King Day is an academic holiday.
- The last day of Intersession falls at the end of four weeks of class.
- The first day of Second Semester is the first Monday after the end of Intersession (normally the first Monday of February).
- Presidents Day is an academic holiday.
- Spring Break falls in Holy Week if Holy Week is also UCB Spring Break; or in mid-term.
- Good Friday is an academic holiday.
- The last day of the semester is the Friday of the sixteenth week after the beginning of the semester.

By consortial agreement, no consortium-wide meetings or events are held on Jewish high holy days. This may mean moving some meetings. When in doubt, consult the extended calendar.

### **C. Agreement on Consortial Times**

Because the GTU is made up of eight member schools, each with their own schedules, there are some agreements about consortial times which are meant to lessen scheduling difficulties. First and third Wednesday afternoons and evenings are reserved for consortial activities and events: Area meetings, Doctoral Council, GTU Academic Events.

Second and fourth Wednesday afternoons and evenings are reserved for member school faculty meetings and events.

Wednesday mornings are reserved for “in-house” classes: member school in-house, or doctoral courses taught by GTU Rostered faculty.

Occasional exceptions to these agreements are noted on the Extended Calendar, approved by the Deans in consultation with many groups in the consortium.

### **D. Major Consortial Events**

#### **1. Surjit Singh Lecture on Religion and Culture**

This endowed lectureship brings to the GTU a distinguished scholar/religious leader to address religion and culture from a cross-cultural perspective. This is one of the major inter-religious or “broader ecumenical” events of the GTU year.

#### **2. GTU Distinguished Faculty Lecture**

Each year the member school faculties and the Rostered/In-Residence Faculty nominate faculty from outside their schools to be the GTU Distinguished Faculty Lecturer. Nominees are to represent the quality of scholarship and teaching which represents the GTU, including a commitment to ecumenism and interreligious dialogue.

The Council of Deans receives the nominations and chooses a lecturer each year.

The lecture is normally the first Tuesday in November, but may be moved to avoid election day. Please check the extended calendar or the Dean’s Newsletter. The lecture is followed by a faculty response, a question-and-answer period, and a brief reception to honor the lecturer.

#### **3. GTU Commencement**

GTU commencement is held the second Thursday in May to coincide with the Annual Meeting of the GTU Board of Trustees.

GTU Doctoral Students and students in the M.A. program may attend the GTU commencement, the commencement of their school of affiliation, or both.

At commencement, it is traditional for advisors to hood their advisees during the ceremony. The Dean will fill in if you cannot attend.

Attendance at these events means a great deal to students, so the presence of faculty is important.

### **III. Resources for GTU Rostered and In-Residence Faculty**

#### **A. Dean's Office and Student Affairs Office**

The GTU Dean's Office and Student Affairs Office have as a major purpose providing support for the doctoral and Common M.A. programs of the GTU. **You will be helped more quickly if you understand the organization of the Dean's Office and Student Affairs Office staff.**

#### **Dean of Students and Vice President for Student Affairs (649-2464)**

- Supervises all offices and programs relating to doctoral program, common MA, and consortium-wide academic activities (Financial Aid, Consortial Registrar, Doctoral Student Professional Development)
- Answers questions about policies and protocols of the doctoral program
- Oversees implementation of area protocols and procedures
- Grants student leaves, program and comp exams extensions, part-time status
- Oversees language certification procedures, certifies MA and doctoral language proficiency
- Oversees administration of research readiness review process
- Ascertains Satisfactory Academic Progress
- Manages Human Subjects Protocol review process
- Certifies graduation for MA and doctoral candidates
- Collects copies of Area minutes for official record
- Receives and maintains historical files of Area protocols and minutes
- Helps with Area initiatives, projects
- Plans and coordinates annual MA and doctoral student and consortial faculty summer mailings
- Maintains Doctoral Program Handbook
- Publishes Extended Calendar
- Attends Doctoral Council, CDF, Faculty Council meetings
- Assist in planning and implementing new doctoral student orientation
- Organizes GTU Commencement
- Works with Student Advisory Committee on institutional issues relating to students
- Advises GTU-wide student organizations
- Oversees management of doctoral student support and professional development workshops
- Oversees elections to determine doctoral student committee assignments
- Responds to student problems and manages probation process
- Manages international doctoral student issues, produces I-20s for F visas



- Serve as GTU doctoral program ADA compliance officer
- Manages the health insurance program for students (HIPS)

#### **Academic Secretary (649-2461)**

- Answers questions about procedures of the doctoral program
- Maintains paper and computer files on students
- Communicates with students about status of student leaves, program and comp exams extensions, part-time status
- Maintains lists of advisors
- Implements language certification procedures, communicates with students about certification of MA and doctoral language proficiency
- Administers research readiness review process
- Distributes and collects doctoral student forms
- Schedules oral and written examinations and oral defenses
- Receives written comprehensive questions
- Collects proposals to be presented to the Doctoral Council
- Receives completed dissertations for filing
- Receives and processes graduation paperwork

#### **Receptionist/Student Affairs Office Manager (649-2400)**

- Answers switchboard and directs traffic
- Takes messages
- Distributes student I.D. cards
- Manages doctoral and Common MA student address changes
- Takes transcript requests
- Distributes information and routes questions regarding financial aid, graduation, language certification, etc.
- Maintains housing book
- Keeps items to be picked up by students
- Maintains bulletin board in student lounge
- Manages sign-up for biblical and modern language exams
- Updates student address list and GTU mailbox list
- Helps receive and process graduation paperwork

**When going to the Student Affairs Office, it is good to check in with the Receptionist first to determine who can help quickly and effectively.**

#### **Director of Admissions (649-2465)**

- Answers questions regarding admissions policies and procedures
- Arranges visits for prospective students (may ask current students to meet them)
- Implements recruitment strategies for the M.A. and doctoral programs
- Coordinates doctoral and master's admissions process and follow-up
- Coordinates new student orientation

- Handles new international student I-20 status issues
- Contact for information on GTU Admissions web page

#### **Director of Financial Aid (649-2463)**

- Manages the development of and answers questions related to financial aid policies and procedures
- Ensures institutional compliance with the U.S. Department of Education's Federal Student Aid regulations
- Plans and coordinates the annual financial aid application and awarding process
- Determines annual cost of attendance (student budget)
- Determines student eligibility for federal and institutional aid
- Oversees federal student loan processing
- Oversees the administration of the Federal Work-Study program
- Manages the development institutions' default prevention policies and procedures
- Responsible for the administration, oversight and coordination of scholarship resources
- Counsels students on financial aid eligibility and planning
- Assists students with the completion of financial aid requirements
- Maintains student financial aid files and records

#### **Assistant Director of Financial Aid (649-2463)**

- Assists in the development of and answers questions related to financial aid policies and procedures
- Examines changes to current regulations to maintain institutional compliance with the U.S. Department of Education's Federal Student Aid program requirements.
- Determines student eligibility for federal and institutional aid
- Assists with the federal student loan processing
- Assists in overseeing institutions' default prevention programs
- Assists in the administration of the Federal Work-Study programs
- Counsels students on financial aid programs and eligibility
- Assists students with the completion of financial aid requirements
- Provides student loan debt management and repayment counseling
- Maintains student financial aid files and records

#### **Financial Aid Advisor (649-2469)**

- Counsels students on financial aid programs and eligibility
- Ensures the completion of student financial aid files
- Determines student eligibility for federal and institutional aid
- Assists students with the completion of financial aid requirements
- Assists with the federal student loan processing
- Assists in the administration of the Federal Work-Study programs
- Provides student loan debt management and repayment counseling
- Coordinates on-campus financial aid events

- Publishes the Financial Aid E-Newsletter
- Maintains student financial aid files and records

#### **Consortial Registrar (649-2462)**

- Designs and implements the registration process
- Assists with technical cross-registration problems and certifies cross-registration applications with UCB, Holy Names and Mills College
- Handles difficult registration issues
- Processes student loan deferment certification; resolves requests for incompletes and late registration, and changes in enrollment (pass/fail; drop-add; withdrawal; etc.)
- Produces schedule of classes
- Assigns and reassigns classroom spaces
- Issues transcripts, I.D. cards
- Complies and maintains GTU Directory of Faculty, Staff, and Students
- Certifies students who qualify for VA benefits

#### **B. Dean's Office Assistance**

The office of the Dean stands ready to provide support for the Areas and the Conveners to the limits of our capabilities. You will be helped more quickly if you understand the organization of the staff.

#### **Administrative Assistant to the Dean (649-2440)**

- Organizes the GTU Fall Welcome Reception
- Organizes Distinguished Faculty Lecture
- Publishes the Dean's Newsletter
- Schedules appointments with the Dean
- Supervises Newhall Award Competition, Essay Contests, Student Travel Awards
- Oversees Dossier Services
- Manages J visa process (for Visiting Scholars)

#### **Academic Dean and Vice President for Academic Affairs (649-2440)**

- Handles governance issues of Core Doctoral Faculty
- Coordinates Council of Deans
- Represents GTU in academic relations with UCB and other institutions
- Serves as Accreditation Officer
- Appoints and reviews Core Doctoral Faculty
- Works with Student Advisory Committee on institutional issues relating to students
- Chairs Admissions process
- Authors Dean's Newsletter
- Approves comprehensive examinations and dissertation committees
- Supervises Core Doctoral Faculty, Areas, and Doctoral Council

### **C. Dean's Faculty Research Fund**

Each year the GTU Dean awards small research grants to members of the GTU Core Doctoral Faculty. Applications for grants are accepted throughout the academic year and are for a maximum amount of about \$750. Grant funds may be used for any purpose related to scholarly research including, but not limited to, research assistance, editorial assistance and travel.

To apply for a grant you must address a letter to the GTU Dean which describes the following: the goals and objectives of the research project, how this project benefits your teaching and/or research, what the funds will be used for and an itemized budget summary. The funds are distributed on a first come first served basis so that more money is available earlier in the fiscal year. Grant requests should be submitted to the Dean.

#### **1. Requesting a Research Assistant or Teaching Assistant (outside of Newhalls)**

If you need a research assistant or teaching assistant, these may be applied for through the Newhalls (described below) or through the Dean's Faculty Research Funds. The major difference is in the size of the grant: the Newhalls are much more generous, and thus you can have more hours of student assistance. Thus, if you have a short-term need for a research assistant, or a not too demanding Teaching Assistant position, you can request such a grant from the GTU Dean (since the funding is really too sparse for the Teaching Assistant positions, these will be granted only in special circumstances and as funds allow, but do ask, and we will see what can be done).

#### **2. Purchasing Computers or Equipment**

If your research grant includes the purchase of a computer or any other equipment, the funds allocated to this must by law be reported to the IRS by the GTU as taxable income. You are then responsible for documenting any deductions or depreciation with the IRS.

#### **3. Costs for Travel, Books, etc.**

When your grant includes costs such as travel, lodging, meals, or books you must submit the original receipt --- photocopies are not sufficient. For airline tickets you must submit the actual ticket receipt. The Business Office is required to document expenses to prove that the restricted research fund was expended for its appropriate purpose.

#### **4. Newhall Awards**

The Newhall Awards are designed to provide teaching and research opportunities for our doctoral students in close collaboration with members of the consortial faculty. The intent is for both parties to benefit maximally from this award. This is the only budget line the GTU Dean's Office currently has to support Teaching Assistants, and it is more generous in Research Assistant support than the limited Faculty Grants line. Faculty are encouraged to seek out appropriate students and apply for Newhalls regularly. The competition is judged by the Faculty Awards Committee, following the published guidelines. The Award deadline falls once a year in late fall. Watch the Dean's Newsletter for the announcement of this year's competition, and the deadline for application.

The Newhall guidelines and procedures for application are listed in detail in the Student Section of the Doctoral Program Handbook.

#### **IV. GTU Faculty Policies and Procedures**

##### **A. Policies and Procedure for Appointment of GTU Faculty**

Approved by GTU Board of Trustees, February 24, 1982

The following statements of policy and procedure are intended to supplement the policy statements adopted by the Association of Theological Schools in the United States and Canada.

##### **1. Appointments and Promotions of GTU Rostered Faculty**

Appointments to the GTU faculty roster are made by the GTU Board of Trustees, on recommendation of a duly constituted Search Committee, the Faculty Council, the Council of Deans, the Academic Committee of the Board, and the GTU Dean and President. Promotions are made by the GTU Board of Trustees, on recommendation of a duly constituted Review Committee, the Faculty Council, the Council of Deans, the Academic Committee of the Board, and the GTU Dean and President.

Appointments and promotions are made on the basis of the following criteria: demonstrated intellectual distinction, excellence in teaching at all levels, contributions to the field of specialization in research and publication, and service to the GTU, the professional community, and the broader community.

The probationary period prior to appointment to indefinite tenure shall not normally exceed two three-year terms of service at the rank of assistant professor, which may include credit for prior service at another institution. Review for reappointment to a second term as assistant professor shall normally take place in the second year of the first term of appointment. A first renewal of appointment may be made on the basis of an internal committee review on the basis of faculty and student judgments.

Promotion to the rank of associate professor shall involve appointment with indefinite tenure, as shall also initial full-time appointments at the rank of associate professor, or professor, except in the case of visiting appointments or appointments for a specified term in which accrual of time for tenure shall explicitly be excluded.

Review for promotion to the rank of associate professor shall normally take place in the fifth year of service. Initial review shall be made by an ad hoc committee of not less than three faculty colleagues, at least one of who shall ordinarily be a member of the University of California, Berkeley, faculty. Review shall include solicitation of judgments from students as well as faculty, and, with respect to quality of scholarship, from colleagues at other institutions. Candidates for appointment to indefinite tenure must show competence in teaching, in research, and in service to the community, and demonstrated excellence in either teaching or research.

Membership of the review committee shall be made known to the candidate under review, and on request, written evaluations may be supplied to the candidate, although without indication of the identity of the authors.

## **2. Terminations and Resignations**

In the case of term appointments, notice of noncontinuation of the appointment shall be given at least 12 months prior to the expiration of the term. In the case of resignations, the minimum length of notice by a professor or an associate professor shall be six months; by an assistant professor or instructor, three months.

## **3. Dismissal or Discharge for Cause**

Recommendations for dismissal or involuntary termination of a faculty member's appointment may be made by the GTU administration on grounds such as: willful failure to discharge the responsibilities of the appointment; demonstrated incompetence; repeated signs of drug use, alcohol use, or intoxication while at work; and gross moral turpitude.

No termination shall occur without prior oral and/or written notice from the administration. In all cases, there shall be the right of appeal to the Board of Trustees.

## **4. Retirement**

Between their fiftieth and fifty-fifth birthdays, each faculty member shall initiate conversations with the GTU Dean and President about their long-term retirement plans. These discussions are designed to be mutually beneficial: a) assisting faculty in planning ahead for all issues related to retirement and b) helping the institution in its long-range projections. The institution and the faculty member shall draw up a retirement agreement that can be reviewed and further specified in the process of annual faculty reviews.

## **5. Leaves of Absence**

Faculty members are encouraged to apply for scholarly leave of absence for the purpose of specific research projects. Ordinarily, a faculty member shall be qualified for one semester's leave of absence, with continuation of a maximum of two-thirds of base salary and full benefits, after eight semesters of service; or for a full year of leave of absence, with continuation of a maximum of two-thirds salary and full benefits (or one semester at regular salary and full benefits), after twelve semesters of service. In addition, unpaid leaves of absence may also be granted, although normally for not more than two years in succession.

Leaves of absence are not automatically granted, but must be applied for on the basis of a specific proposed program of research, and with the expectation that the faculty member will return to the GTU for a period of not less than two years. A written report on the results of the research carried on during the leave of absence is to be made at the conclusion of the period.

Applications for leaves of absence must be submitted in writing, and will be reviewed by the Dean, appropriate faculty colleagues, and the Academic Committee of the Board. Applications should clearly indicate the proposed sabbatical period, research topic(s),

planned activities, external funding sources (if any), anticipated products (publications, new or revised course syllabi, public presentations), outcomes (positive effects on the faculty member's professional development, the academic field, the GTU as an institution, religious communities, or the wider society), and the contribution to the mission of the GTU. The Academic Committee must approve all such applications.

Upon return from the leave, the faculty member is required to submit a written report of work accomplished, which is reviewed by the Dean and the Academic Committee of the Board. The faculty member is strongly encouraged to share the fruit of her or his labor in a faculty lecture or colloquium.

## **6. Benefits**

The GTU provides a contribution of 7% of base salary to the individual's retirement program (usually TIAA/CREF) plus a portion of medical insurance premiums to an approved plan, total disability insurance, and Social Security. For ordained faculty members, the GTU will also, on request, designate an appropriate portion of the base salary as housing allowance. This amount must be approved by the Executive Committee prior to the beginning of the fiscal year in which it applies.

## **B. Procedures for Review of GTU Rostered and In-Residence Faculty**

### **1. Annual Review**

GTU Rostered and In-Residence Faculty will be reviewed annually by the GTU Dean. The faculty will submit in writing an annual self-evaluation of their activities in teaching, research, and professional service, and that report will be discussed in person with the GTU Dean, who will summarize the main points of the discussion in a letter to the faculty member.

### **2. Expectations/Loads of Rostered/In-Residence Faculty**

#### **a. General Principles**

1.) Recognizing that faculty have different gifts and career paths, each of the areas of expectation are to be defined flexibly, allowing the faculty person to work with colleagues and the Dean to define a contribution in that area that fits her/his strengths and career development. In other words, there is not a rigid definition of load in each category, but each faculty member is expected to contribute appropriately to each category.

2.) The expectations by category create a framework for faculty members to chart out and assess progress along a career path, and for conversation with the institution (faculty peers and the Dean) about that career path.

The GTU seeks to support faculty in development of a career path, but also asks that faculty take into account the needs of the institution as they do so.

3.) Formal administrative responsibilities of a faculty member set a context within which expectations are qualified or redefined. Administrators may not carry a full-time load.

4.) In-Residence faculty need to specify with the Dean how much of a full-time load they can bear.

5.) The institution is committed to imaginative ways to promote faculty development as long as the institution's needs are honored and recognized as well.

**b. Full-time Faculty Load/Expectations**

1.) Teaching 4 courses a year or their equivalent.

- Attention to courses for different audiences (M.Div., M.A., Doc -- GTU and Joint)
- Flexibility in "equivalencies" that fulfill institutional and/or faculty goals.

2.) Advising

- Common M.A., doctoral programs -- 10 advisees

3.) Involvement in doctoral Areas or Joint Program Committee

- Rostered and In-Residence Faculty are expected to be a significant presence in the doctoral programs, since we have no obligations for professional programs.

4.) Research, writing, and creative work

- Each faculty is expected to prepare a plan for research, writing, and creative work, and to present the plan and progress on it in terms of the annual report.
- Faculty are encouraged to reflect on ALL aspects of writing and creative work, including projects for affiliates and program units -- for what audiences are you writing as a faculty person?

5.) Personal professional development

- Each faculty person is encouraged to learn in new areas or develop new skills (e.g. computer related skills); such work should be included in annual self-assessments.
- This category could also apply to faculty preparation for long-term goals in terms of new aspects of a career path.

6.) Service/Leadership

- GTU standing or ad hoc committees
- Affiliate or program unit service/programs
- Area/Joint Degree Committee leadership
- Grants and Projects
- Community involvement
- Institutional Advancement
- Professional societies or associations
- Joint UCB-GTU ventures/Inter-institutional
- GTU initiatives and projects

All faculty are expected to be active in service, but each will have his/her own combination of the above factors. In-Residence faculty will often offer service primarily through their affiliate or program unit. GTU faculty are expected to exert leadership, but the form of the leadership should fit the gifts and priorities of the faculty member.



GTU Rostered and In-Residence Faculty are expected to teach four courses per year (two each semester) unless they have extraordinary administrative responsibilities.

They are expected to teach courses suited for first-degree students (M.Div. and M.A.) and second degree students in the doctoral programs.

Rostered and In-Residence Faculty are expected to design their courses (and course levels) to serve the special needs of advanced research-oriented students as well as of introductory students in the GTU member schools or at UCB.

Rostered and In-Residence Faculty are expected to be active in both masters and doctoral level work, unless there are strong mitigating reasons why this would not be appropriate in a given case.

In addition to their course teaching, then, they are expected to serve on the thesis committees of M.A. students, and comprehensives and dissertation committees of doctoral students, and to be fully available as advisors by holding clear office hours and honoring appointment requests and the like.

Rostered and In-Residence Faculty are expected to be active in appropriate professional organizations (American Academy of Religion, Association of Jewish Studies, etc.); to share their scholarly work through panels, lectures, and conferences at professional meetings and in academic institutions, and to publish their scholarly work in appropriate journals and through appropriate presses.

Rostered and In-Residence Faculty are also expected to be active in consortial educational activities and panels for the GTU community and the broader community.

Rostered and In-Residence Faculty are expected to provide leadership for the consortium and the academy through committee work and leadership in projects and initiatives.

### **3. Promotion and Tenure Review**

(see section IV.A.1.)

### **4. Five-Year Review**

In addition, full professors will be formally reviewed at five-year intervals by a committee of their peers. For members of the Core Doctoral Faculty, these reviews may be scheduled to coincide with periodic reviews conducted by the Appointments and Review Committee.

The GTU Dean will appoint a committee of three: a member of the GTU Rostered Faculty; an outside member of the Core Doctoral Faculty; a member of the Academic Committee of the GTU Board.

The faculty member under review will submit materials about their research, teaching, and professional service since the previous full review, along with an evaluative statement about

achievements during those years and plans for the future. The materials will include teaching evaluations from at least the past three years. The faculty will also submit a list of names of GTU faculty and students who should be consulted about their contributions.

The review committee will study the materials, consult with GTU faculty and students, and provide an evaluative report in writing to the GTU Dean. They will also meet with the faculty member under review for an informal discussion about their performance and possible priorities for the future.

The Dean will take the report to the Academic Committee of the Board.

The purpose of the report will be to provide feedback on performance and constructive counsel to the faculty in planning career priorities for the future.

### **5. Course Evaluations**

As part of ongoing evaluation by students, Rostered Faculty are expected to use the GTU Rostered Faculty Course Evaluation form in each regularly taught course. The evaluations are collected by the faculty, and submitted to the GTU Dean, who reviews them and returns them to the faculty member, providing them with any appropriate feedback. A copy of the evaluation form is available in the GTU Dean's office.

**Please refer to the Doctoral Program Handbook for GTU Academic Policies.**

## **V. POLICIES ON FACULTY STATUS**

### **A. In-Residence Faculty Policy**

The GTU Board approved a policy for In-Residence faculty, which had been previously approved by the Doctoral Faculty, on February 25, 1988.

As background to the discussion of the policy on "In-Residence" ranks, it might be useful briefly to review the other standard academic ranks used in our institution, as in all academic institutions.

#### **1. Standard Academic Ranks**

##### **a. Regular or Tenure Track Ranks (Assistant, Associate, and Full)**

Regular faculty are hired in tenure track lines approved in advance, in accordance with an academic plan, by the Doctoral Faculty, the Dean and President, and the Board of Trustees. Candidates are selected through a national search and screen process that follows institutional guidelines in accordance with acceptable academic procedures. In a tenure track appointment, the institution has made a financial

commitment to fund the line, and to award tenure on the basis of the candidate's academic performance and productivity.

**b. Visiting Professorships (All Ranks)**

These are temporary appointments, often for only one semester, but sometimes as long as a year or two. They are funded either on soft money or by funds released through sabbaticals or leaves of other faculty. Visiting rank indicates that the faculty member is permanently employed at another institution and has taken temporary leave from his or her normal position to teach at our institution. The title is also sometimes used for foreign scholars, even though they may, because of retirement or some other reason, not currently hold a formal position elsewhere.

**c. Adjunct Professorships (All Ranks)**

Adjunct status indicates that the individual's primary professional commitment is to another institution or organization, but because of special expertise and interest in some aspect of the GTU doctoral program, they occasionally offer courses for our students. A number of UCB faculty have held adjunct ranks in the GTU. There are two chief distinctions between adjunct and In-Residence appointments:

a) in the former, the GTU is not the primary professional commitment, and b) there is less regularity and predictability in the teaching load and level of participation in GTU academic programs.

**Area Adjuncts**

Some Areas of the GTU have developed close working relationships with faculty at other institutions in the Bay Area, or eminent and active emeritus faculty who have settled in the Area. Such persons may be appointed as Area Adjuncts and listed in the *GTU Catalog* as such. Such a listing designates the close relationships and the availability of such faculty to serve as outside readers for dissertations in the Area. Area nominated Adjuncts do not teach courses, but are willing to serve on committees, and may participate from time to time in Area colloquies or special projects.

Appointment of such an Adjunct is initiated by Area faculty, who obtain a c.v. of the nominee and write a paragraph to the GTU Dean in support of the nomination. The nomination must be reviewed by the full Area faculty, by the Faculty Council, and by the GTU Dean and President. Appointment is considered ongoing, but the active status of the Area adjunct will be reconfirmed as the *Catalog* is reissued semiannually.

**d. Emeritus Professorships**

This is a rank held by former, retired faculty of the GTU. Emeritus professors may remain quite active in teaching and advising of students. If funds are available, they may agree to teach courses, and a number serve on doctoral committees of students. Their service is often very valuable, but is entirely dependent on their willingness and

availability. They have no formal responsibilities, but rather an ongoing relationship with the institution.

## **2. GTU Policy**

The category of “In-Residence” faculty is modeled on the “In-Residence” ranks within the UCB system. An “In-Residence” faculty member: 1) is not supported on the general instructional budget of the GTU; 2) does not hold a tenure track line; 3) has a formal relationship with an Area or recognized affiliate of the GTU, which constitutes his or her primary professional commitment; and 4) has in all respects comparable academic qualifications to those who hold the same rank (assistant, associate, or full) in tenure track lines.

Appointment to “In-Residence” status is made by the Dean through a formal letter of appointment. 1) Such an appointment is initiated by a letter to the Dean from the Area Convener or the Director of the academic unit recommending the appointment. 2) The teaching load will be specified by the Dean after discussions with the candidate and the Area. 3) Letters of appointment are for a limited term, renewable, but the appointment to “In-Residence rank” is not to a tenure track line. Should a tenure track position open in the area of appointment, the “In-Residence” faculty could be a candidate in the national search. 4) The letter will stipulate the source of the funding for the appointment. The appointment is always to be made explicitly contingent on the availability of funding; the GTU instructional budget and general fund are not liable for these appointments. 5) “In residence” faculty will be reviewed annually by the GTU Dean, as are all GTU rostered faculty. “In residence” faculty will also be reviewed by the Appointments and Review Committee at the time of initial appointment, and at regular intervals, normally of three years. 6) “In residence” faculty proceed through ranks of assistant, associate, and full, on the same schedule, and under the same conditions as regular tenure track faculty.

“In residence” status is a device for recognizing and utilizing the contributions of scholars who are formally affiliated with the GTU through some means other than search and appointment to a faculty line. It is not a substitute for regular faculty appointments. Faculty lines designated by the GTU administration and Board as part of the GTU academic plan will be tenure track appointments.

### **B. Academic Policy for Endowed Chairs in the GTU**

On February 23, 1989, the GTU Board passed a policy on the endowment of chairs in the GTU. This policy had been previously reviewed and passed by the Doctoral Faculty.

GTU fund-raising priorities are established in the Strategic Plan. Contacts with donors are guided and orchestrated by the Office of Institutional Advancement. This document affirms these procedures and establishes academic policies to be followed in the administration of chair endowments.

There are two models of endowed chairs: 1) a permanent faculty position in a specified area of study; and 2) a “distinguished professorship” which is filled for a limited time by a visiting scholar or a member of the existing faculty.

## **1. Permanent Professorships**

The disciplinary area covered by a prospective endowed chair should be consistent both with the academic mission and the long-range academic plan of the institution. Commitments to raise endowments for a particular professorship would be made in a consortial strategic planning process, endorsed by the Doctoral Faculty, the Council of Deans, the Council of Presidents, and the Board of Trustees.

If a donor or constituency approaches the GTU with an offer to endow a chair in a specific field, that proposal will be entertained under the following conditions: 1) that it meets the general outlines of the academic plan and mission of the GTU; 2) that the donor(s) agree that the GTU would have full control over hiring, promotion, and tenure of the professorship; and 3) that the proposal win the approval of the Doctoral Faculty, the Council of Deans, the Council of Presidents and the Board.

The endowment of a permanent chair requires a full financial base for the support of a faculty member, including a salary at or above the normal range of the professorial level, benefits normal to the institution's policy, and, in addition, perquisites for research assistance, travel, and/or secretarial assistance as well as funding for appropriate overhead. No professor will be appointed until the endowment is complete.

All appointments to endowed chairs must be made in accordance with "GTU Faculty Appointments and Procedures" (February, 1982), which specifies a national or international search. Under no circumstances can a donor or donor group stipulate the occupant of the chair, or the precise content of courses to be taught. Holders of endowed chairs will be on the GTU instructional budget and under the supervision of the GTU Dean, the Academic Committee, and the Board.

## **2. Distinguished Professorships**

The Consortium, in the process of strategic planning, might also commit to endow a distinguished professorship, designed to recognize and honor GTU faculty or visiting scholars for a finite time period (a year or two). Such professorships may or may not match full salary, but they would in all cases provide a panoply of perquisites to support the research life of the scholar so honored. At the end of each appointment, the use of the endowment would be reconsidered in accordance with needs for faculty employment and deployment, in consultation with the Doctoral Faculty, the Council of Deans, the Council of Presidents, and the Board.

## **C. Visiting Scholars**

Faculty members who have a doctorate and an appointment at an accredited academic institution may apply to be a visiting scholar at the GTU by contacting the Dean's Administrative Assistant. They will be sent an application form that requests all needed information.

When a Visiting Scholar arrives at the GTU, he or she should check in with the Dean's Administrative Assistant to learn how to get his or her Library I.D. card.

**D. Adjunct Faculty**

The GTU Dean's office has no budget line for Adjunct Faculty appointments. Occasionally, an Area has made an urgent case that there is a need for an adjunct to teach a particular course, crucial for the Area's program, which cannot be taught by faculty available that year. Such requests have to be made by October of the year prior to become part of the GTU's budgetary planning. A request competes with many other such requests in a tight budget situation, so that funding is by no means assured. However, without lead time for planning funding is nearly impossible. Please notify the Dean as soon as possible about any extraordinary needs.

## Appendix 1

### **Prohibited Sexual Misconduct and Title IX Administrative Policies and Procedures**

This document discusses the Graduate Theological Union's (GTU) policies and procedures when addressing prohibited sexual misconduct and issues related to Title IX, the Campus SaVE Act, and the Violence Against Women Act. Title IX refers to a section of the Education Amendments of 1972 law that prohibits sex discrimination in educational programs and activities at schools that receive federal financial assistance. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students and other persons at the GTU are protected by Title IX, regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin, in all aspects of a recipients educational programs and activities.

The Violence Against Women Reauthorization Act of 2013 (VAWA) (20 U.S.C. 1092(f)) amended the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery) under the Campus Sexual Violence Elimination Act provisions (Campus SaVE Act). These laws changed the violations that must be reported by the GTU to include domestic violence, dating violence and stalking as well as to expand the categories of reportable hate crimes.

This document also addresses concerns related to sexual harassment, sexual assault and sexual misconduct, dating violence, domestic violence, and stalking involving students, faculty and staff of the Graduate Theological Union, regardless of whether the alleged perpetrator is a student, faculty, staff or third party.

#### Non-Discrimination Policy

The GTU does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, medical condition, marital status or any other characteristic protected by law in its programs or activities. The GTU prohibits unlawful harassment, including sexual harassment and sexual violence and will respond to violations of Title IX by protecting the victim and conducting a prompt and thorough investigation.

As a community of scholars devoted to research, learning and teaching, the GTU is committed to creating and maintaining an environment free of all forms of harassment, exploitation, and intimidation. Every member of the GTU community should be aware that such behavior is prohibited by law and school policy. The GTU will not tolerate sexual misconduct or harassment in any form, including acquaintance or date rape or violence, sexual assault, stalking or domestic violence. The GTU will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing such activity.

## Authority

The GTU has a Title IX Coordinator whose responsibility it is to ensure that all the requirements of Title IX are met. The Title IX Coordinator may have one or more deputy coordinators to assist in the reporting, investigating and determination of findings related to a concern addressed by this document. In dealing with allegations and alleged perpetrators (Respondents) or victims (Complainants) it may be appropriate for the Title IX Coordinator to consult with other GTU offices and departments.

### Respondent is a Student

In cases where the Respondent and the Complainant are both GTU students, the Title IX Coordinator or Deputy Coordinator is responsible for addressing concerns and making decisions related to investigations, charges and penalties. In cases where only the Respondent is a GTU student, the Title IX Coordinator or Deputy Coordinator is responsible for addressing concerns and making decisions. In both these cases the Dean and Vice President for Academic Affairs will manage and decide appeals. In cases where the Complainant is a GTU student but the Respondent is a student of another member school of the GTU, the Title IX Coordinator or Deputy Coordinator is responsible for coordinating with the Title IX Coordinator or designee of the member school to ensure the complaint is heard and addressed.

### Respondent is a Staff Member

In cases where the Respondent is a member of the GTU staff, the Title IX Coordinator or Deputy Coordinator is responsible for addressing concerns and making decisions related to investigations, charges and penalties. The Title IX Coordinator or Deputy Coordinator may consult and share responsibility with the supervisor of the Respondent if appropriate. The President may designate one of the Vice Presidents of the GTU to manage and decide appeals, but not the Vice President overseeing the Respondent's department.

### Respondent is a Faculty Member

In cases where the Respondent is a member of the faculty the Title IX Coordinator or Deputy Coordinator will work jointly with the Dean and Vice President for Academic Affairs to manage concerns and make decisions under this policy. The President will manage and decide appeals.

### Respondent is from Another School

Cross registration of students in courses within the consortium is a valuable feature of the GTU, and students, faculty and staff from the schools of the consortium frequently interact with one another. Interactions may take place in shared classes, advising, student groups, meetings and events, and in shared facility spaces such as the library.

In cases where the Respondent is a member of another school or affiliated institution, the Title IX Coordinator or Deputy Coordinator will work jointly with the Title IX Coordinator or designee of the other school or affiliated institution to manage concerns and make decisions under this policy. In these cases the Complainant is encouraged to report the concern directly to the Title IX Coordinator of the other school or institution. If the other institution does not have a Title IX Coordinator the Complainant is encouraged to report the



concern directly to the president, dean or chief administrator of the institution. In all cases, the Complainant should also report the concern to the GTU's Title IX Coordinator or a Deputy Coordinator. This also applies to cases where the Respondent is a member of another institution with which the GTU has cross registration agreements, such as UC Berkeley, Dominican University and Holy Names University.

While the GTU Title IX Coordinator or Deputy Coordinator will work jointly with officials of the other school or institution, the prohibited sexual misconduct and Title IX policies and procedures of the Respondent's institution will prevail and the Respondent's institution will have control over the proceedings. The GTU may, at its discretion, conduct an investigation separate from that of the Respondent's institution.

**Respondent is a Vendor, Contractor or Third Party**

The GTU encourages members of its community to report harassing or inappropriate conduct by a vendor, contractor or third party. In cases where the Respondent is not a student or employee of the GTU, but is on campus as a vendor or contractor or other party providing goods or services to the GTU, the Title IX Coordinator or Deputy Coordinator will work jointly with the Vice President for Administration and Finance to manage concerns and make decisions under this policy.

### Applicability

The policies and procedures in this document apply to all students, faculty and staff of the GTU. Students enrolled in the common MA program and affiliated at a member school are covered under this policy, not that of the member school. Students who are enrolled in a member school but who work at the GTU are covered under this policy.

### How to Report a Concern

The GTU encourages all individuals to seek assistance from a medical provider and law enforcement as soon as possible after an incident that may be sexual misconduct. Prompt reporting helps to ensure preservation of evidence and facilitates the identification and location of witnesses. The GTU encourages anyone who has been a victim of prohibited conduct to report concerns immediately. Complaints should be filed as soon as possible, but within one year of the alleged discrimination.

A report of sexual misconduct or a Title IX concern may be reported in a variety of ways, including:

- Reporting directly to the GTU's Title IX Coordinator or one of the Deputy Coordinators
- Submitted, anonymously or otherwise, on the third party website designed to host comprehensive and confidential reporting at <https://secure.ethicspoint.com/domain/media/en/gui/33916/index.html>
- By calling a toll free number to submit a report: 855-433-9924

The GTU will promptly review and thoroughly consider all reports of incidents that may be sexual misconduct, violations of Title IX, or other actions addressed in this Policy. The GTU

will take prompt action to prevent, correct and discipline behavior that is found to violate this Policy, where appropriate, in the judgment of the GTU.

The filing of a report under this Policy is independent of any criminal investigation or proceeding that may take place by governmental authorities or law enforcement, and both the GTU and criminal investigations may be pursued simultaneously.

## General Information About Addressing Title IX Complaints

### Confidentiality

The GTU will make reasonable and appropriate efforts to preserve the Respondent's and Complainant's privacy and protect the confidentiality of information. Should the Complainant request confidentiality the Title IX Coordinator or Deputy Coordinator will inform him or her that the GTU's ability to respond may therefore be limited, but that where feasible, it will take reasonable steps to prevent prohibited conduct and limit its effects. The Title IX Coordinator or Deputy Coordinator will also inform the Complainant that it is not always possible to provide confidentiality and that the GTU's decision to share information with others is subject to other considerations.

The GTU is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Names and other identifying details of the incident are not made public in the annual crime report. The GTU is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate crime, or sexual assault to law enforcement. While the GTU strongly encourages and will assist the Complainant in filing a report with the Police or other trauma services, ultimately it is up to the Complainant whether or not to take this action.

Except if required by governmental agencies, the GTU will not disclose a victim's identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

### Discussing Possible Sexual Misconduct without Making a Report or Record of the Incident

If a person would like to discuss the details of an incident of possible sexual misconduct, without making a report or record of the incident, or in an otherwise confidential manner, the person should speak with persons who hold a relationship with the person of which there is a legal duty of confidence, such as with their physicians, mental health therapists, priests, or clergy members. These persons generally will maintain confidentiality if they are acting in their capacity as your physician, mental health therapist, or clergy member, except in extreme cases of immediacy of threat or danger, or abuse of a minor.

Generally speaking, the faculty and administrators of the GTU, even if they are ordained clergy or pastoral counselors, are not acting in their capacity as members of the clergy and do not have such a relationship with GTU students, and thus, they are required under this Policy

to promptly forward all reports of possible sexual misconduct to the Title IX Coordinator for consideration and response.

#### Anonymous Reporting

Anonymous reports, or reporting without disclosing the reporter's name, can be made, but anonymous reporting is not the preferred way. Depending on the information received, the GTU's ability to respond to an anonymous report may be limited. The Title IX Coordinator or Deputy Coordinator will review anonymous reports received by GTU and determine whether an investigation and response is appropriate.

#### Alcohol, Drugs and/or Other Misconduct

The GTU encourages the reporting of all conduct prohibited under this Policy. An individual who reports sexual misconduct or discrimination, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the GTU for his or her own personal consumption of alcohol or drugs, or other non-sexual misconduct, that happened at or near the time of the incident, unless the GTU finds the violation to be egregious. Egregious includes but is not limited to an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

#### Prohibition Against Retaliation

It is a violation of GTU policy to retaliate against any person making a report of possible sexual misconduct, or against any person cooperating in the investigation of any report of possible sexual misconduct. Retaliation against any member of the GTU community may result in disciplinary action, including termination of employment or expulsion from the GTU.

#### Conflict of Interest

The GTU will take action to make sure that the official handling a complaint does not have a conflict of interest in the outcome of the complaint.

#### What Happens When a Complaint is Made

Upon receipt of a complaint or a report of an incident, a designated person will promptly schedule a meeting with the Complainant to take place as soon as possible to go over this Policy and to identify possible forms of support. The initial intake meeting shall be conducted by the Title IX Coordinator, Deputy Coordinator, or by an external designee selected by GTU, each of whom shall have training in victim-centered approaches (hereinafter, "Intake Officer").

At this meeting, the Intake Officer will discuss whether there are any interim measures that may be implemented at the discretion of the GTU. The preferences of the Complainant and the Respondent on such measures may be stated and will be taken into consideration by the Intake Officer.

At the intake meeting, the Intake Officer will also discuss the following:

- The right to report the incident to local law enforcement agencies.

- The right to seek medical treatment and the importance of preservation of evidence.
- Requests for confidentiality, if any.
- The GTU's obligation to consider all reports of incidents and the inability of the GTU to guarantee complete confidentiality.
- The GTU's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy.
- The possibility of an investigation by an outside impartial and neutral fact-finder selected by the GTU.
- The possibility for sanctions as determined by the GTU.
- The use of an Advisor or Support Person in any meeting or proceeding under this Policy.
- The GTU's obligation to report crime statistics in its daily crime log.

#### Determination of an Investigation

The Intake Officer will then consider the nature of the report, the safety of the individuals involved and of the campus community, the Complainant and Respondent's expressed preferences for resolution, and if the Intake Officer is not the Title IX Coordinator, will make a recommendation to the Title IX Coordinator on whether the matter can be resolved or whether to refer the matter for further investigation. Sexual assault cases will not be resolved through mediation.

The Title IX Coordinator will make the final decision on whether to refer the matter for further investigation. If the matter is resolved, the matter will be deemed closed, and the decisions final and binding, with no further rights of appeal. If the matter is referred for further investigation, the matter will follow the procedures for investigation and resolution described below.

The Title IX Coordinator or the Deputy Coordinator will inform the Complainant and Respondent in writing if the matter will be referred for further investigation.

If the Title IX Coordinator or Deputy Coordinator determine there is sufficient basis to initiate a Title IX investigation, the coordinator will meet with the Complainant and provide information about the process of the investigation.

#### Possible Interim Measures

Interim measures will be considered and implemented at the discretion of GTU. Interim measures, which may be applied to the Complainant and/or the Respondent, include such things as:

- Issuance of a "no-contact" order or directive that restricts persons from having contact with one another in person or through electronic means.
- Change in class schedule.
- Change in student related employment.
- Rescheduling of exams or assignments (in conjunction with appropriate faculty).
- Voluntary leave of absence.
- Providing escort services for movement between classes and GTU activities.

- Interim suspension or GTU imposed leave.
- Administrative hold on student accounts, including a hold on the release of transcripts while an investigation is pending.
- Denial of access to campus, campus facilities and GTU activities.

### Purpose of an Investigation

The purpose of an investigation of a Title IX complaint is to determine:

- Whether the conduct in the complaint occurred.
- Whether the conduct is prohibited under any of the relevant GTU policies or law.
- Whether there is ongoing risk of harm of further prohibited conduct.
- What steps should be taken to prevent recurrence of the prohibited conduct.
- Whether the GTU should put accommodations for the Complainant in place.
- Whether the GTU should consider changes to policies, practices, procedures or training.

### Conducting the Investigation

If an investigation is deemed necessary or desirable, the GTU will endeavor to conduct an investigation that is prompt, thorough, and impartial. Under normal circumstances an investigation should be completed within two months' time. If the investigation takes place over extended GTU breaks the time may extended.

### Investigator

The Title IX Coordinator or Deputy Coordinator will investigate or contract with an external investigator who has specific training and experience to conduct such an investigation. The GTU will ensure that the investigator is impartial, that is, not only has the necessary skills to conduct the investigation, but has no stake in the outcome of the investigation. The GTU will also make sure that the investigation is conducted in good faith, including an interview with all the critical witnesses. The role of the investigator is to be a neutral fact finder. The investigator may also designate another trained colleague to assist in interviewing parties, identifying and locating witnesses, and in gathering other facts and evidence. The investigator will conduct an investigation in a manner deemed appropriate in light of the circumstances of the case and will cooperate with law enforcement authorities to the extent necessary.

A typical investigation will include interviews with the Complainant, the Respondent and third-party witnesses, and of the collection of available physical, documentary and other evidence. Photographs may be taken. The Complainant, the Respondent and any third-party witnesses may present witnesses or other evidence to the investigator for consideration. Information collected during the initial intake and assessment will be forwarded to the investigator. If any law enforcement agency is also investigating the incident, the GTU investigator may defer to the police department for the collection and preservation of evidence.

The investigator will compile the details of the investigation into an investigative report, which will contain summaries of the interviews, photographs (if available) and other related

evidence or duty logs and also a detailed analysis of the events. Before finalizing a witnesses' statement, the investigator may send a draft of the statement to the individual to allow them a chance to add to it or make any suggested changes to their statement.

The investigative report will be prefaced with a summary of findings and recommended actions. In this summary the investigator will:

- State the initial complaint.
- Outline the details of the investigation.
- State, whether, using a preponderance of the evidence standard, it is more likely than not that policy violation(s) occurred.
- If requested by the Title IX Coordinator, include any recommended sanctions or corrective actions to be taken.

If requested by the Title IX Coordinator to make a recommendation, the investigator may recommend that the GTU impose certain sanctions or take certain corrective action; however, the decision to select and implement, appropriate sanctions or corrective action, if any, remains at all times within the authority of the GTU.

#### Standard of Review

The investigation will determine findings of fact using the “preponderance of evidence” standard, that is, “it is more likely than not” that the prohibited conduct occurred.

#### Cooperation

All GTU faculty, staff and students are expected to cooperate with the investigation process. Students and others have the right not to incriminate themselves.

#### Notice of Investigation

The Title IX Coordinator or Deputy Coordinator will advise the Respondent of the allegations against him or her in writing. A copy of this notice will also be provided to the Complainant.

#### Participation

The Respondent and the Complainant will have an opportunity to respond to the notice of investigation in writing and meeting with the investigator. Both parties have the right to request that the investigator meet with witnesses and evaluate relevant documentary or other evidence.

#### Support

The Respondent and the Complainant have the right to have a support person accompany him or her through the processes outlined in this document. A support person may attend any meeting or other aspect of the procedures specified in this document, but may do so in an advisory or emotional support capacity only, and may not directly participate or intervene in meetings, an investigation or other aspects of this process.

### Review by Title IX Coordinator

In the event the Title IX Coordinator is not the investigator, the Coordinator will review any report from the investigator and may seek additional information from the investigator, the Respondent, Complainant or witnesses. As outlined above, the Title IX Coordinator or Deputy Coordinator may consult and share responsibility with others, such as the Academic Dean, supervisor, etc.

### Actions

After completion of the investigation, the Title IX Coordinator or Deputy Coordinator will review all the materials and consult as appropriated. The Coordinator will issue the Respondent and Complainant a written Outcome Letter including any findings of fact, and if applicable, any actions the GTU will take to provide accommodations to the Complainant, and any safety measures taken by the GTU to protect the broader GTU community. The letter may also include a recommendation that the matter be referred for disciplinary review by other GTU offices, such as the Dean of Students, Academic Dean, or Human Resources. If prohibited conduct has been determined to have occurred, a copy of the letter, modified subject to the limitations of FERPA, will be provided to the Respondent's Dean, supervisor or HR office.

The Title IX Coordinator or Deputy Coordinator can issue or recommend to a GTU officer any sanctions he or she believes appropriate based on the results of the investigation, including but not limited to warnings, censure, disciplinary probation, suspension, expulsion revocation of admission or degree, withholding a degree, and termination of employment.

Past violation of the Respondent may be considered in the determination of an appropriate resolution. The GTU will also consider whether the action will bring an end to the violation in question, whether it will reasonably prevent a recurrence of a similar violation or whether it will mediate any effects the violation had on the Complainant and the GTU community.

Any sanctions imposed under this Policy are effective immediately.

### Appeal

If the Respondent or Complainant is dissatisfied with the final determination either party may appeal. An appeal must be made in writing within ten (10) business days of the Outcome Letter. The appeal should follow the standards for review outlined in this document and should clearly state the remedy sought by the appealing party. The written appeal should be delivered to the President of the GTU, who will contact the responsible party outlined in the section Authority above.

Appeals should normally be completed within three weeks unless there is good reason to extend the time necessary to review the appeal. Normally, the grounds for granting an appeal will be limited to the following considerations:

- Is there compelling new evidence that was not available previously? Was the decision based on use of the proper criteria? Were improper or extraneous facts used that substantially affected the decision?

- Were there procedural irregularities that substantially affected the outcome of the investigation and decision for action that were detrimental to the Respondent or Complainant?
- Was the decision that someone in possession of the facts, criteria and procedures at the time one that a decision maker might reasonable have made?

#### Arbitration

If either the Complainant or the Respondent is not satisfied with the decision following a timely appeal, she or he may request review by an impartial arbitrator under the Rules of the American Arbitration Association by submitting a request in writing to the President of the GTU, no later than ten (10) business days after issuance of the decision following a timely appeal.

The request shall consist of a plain, concise and complete written statement outlining the grounds for disagreement with the outcome and all relevant information to substantiate the basis for doing so.

The President of the GTU will then decide whether the case is suitable for arbitration; if so, under written agreement between the GTU and the party seeking arbitration review, providing as a final and binding alternative to civil litigation, an arbitrator will be mutually selected between the parties, and the costs of the arbitrator's fees shall be agreed to in writing by an authorized representative of the parties.

Any matter submitted to binding arbitration under this Policy shall be submitted in accordance with the Rules of the American Arbitration Association. Attorneys or advisors of the party's choice may be present at and participate in the binding arbitration review process. This binding arbitration review process is the exclusive method of external review and is final and binding on both the GTU and the student, and the arbitrators' award shall be final, binding and conclusive upon the parties and may be entered in any state or federal court having jurisdiction.

#### False Accusations

While the GTU encourages everyone to report harassing or inappropriate conduct, anyone who knowingly makes a false or bad faith accusation of harassment, discrimination, sexual misconduct, other conduct prohibited under this policy, or retaliation may be subject to appropriate sanctions. Failure to prove a claim of harassment, discrimination or retaliation does not itself constitute proof of a knowingly false or bad faith accusation. A complaint filed in good faith also will not be considered as retaliation.

#### Coordination with Law Enforcement

The GTU encourages everyone in this community to report criminal actions that are violations of California law, such as sexual assault, to the Berkeley Police Department. The GTU will assist a Complainant in making such a criminal report and will cooperate with law enforcement agencies if the Complainant decides to pursue the criminal process to the extent permitted by law.



Legal actions that may be taken by local law enforcement agencies, including criminal investigations, work independently of the GTU's obligation to conduct its own investigation and grievance processes. If requested law enforcement authorities, the GTU may pause or extend its investigation and grievance process. The GTU's internal grievance processes are not subject to change because criminal or civil charges are not eventually brought against the Respondent, or are dismissed.

### Accommodations

If prohibited conduct is found to have taken place the GTU will, to the extent reasonable and feasible, consult with the Respondent and Complainant in determining accommodations and safety measures. Appropriate actions may include:

- Class reassignments
- No contact letters and directives
- Limitations on non-course activities
- Removal from the GTU community
- Referral for disciplinary processes
- Review of GTU policies, practices, procedures and training
- Other appropriate actions necessary to lessen the incidence of prohibited conduct

### Retaliation

Retaliation against any person making a complaint of prohibited conduct, or against any person participating in the investigation of an allegation of prohibited conduct, is a violation of GTU policy. Retaliation by any student, faculty or staff member is grounds for disciplinary action, up to and including dismissal from the GTU and termination of employment for cause.

### Berkeley Police Department and Criminal Investigations

Since the GTU does not maintain a police force it encourages everyone to report all violations of the law involving sexual assault, rape, domestic violence, stalking and any other violation to the Berkeley Police Department. The Berkeley Police Department is not required to notify the GTU of violations of the law that involve GTU students, faculty or staff, so the GTU will not have notice of the incident unless it is also reported as indicated elsewhere in this document. The GTU will, to the extent allowed by law, cooperate with any investigation by the Berkeley Police Department.

### Privacy of Records

The Title IX Coordinator will retain records of reports and related documents under this policy. In addition, records relating to reports of incidents of possible sexual misconduct under this Policy may become a part of a students' academic record.

Documents which are prepared in anticipation of the investigation and resolution of the matter (including the investigative report and any other documents) will not be disclosed outside of the review process, except as required by law.

The final Outcome Letter will be issued concurrently to both the Complaining and the Respondent. The GTU neither encourages nor discourages the further disclosure of the final Outcome Letter by either the Complainant or the Respondent. GTU acknowledges that sharing the final outcome letter with others may be an important part of a student's healing process.

### Prevention, Training and Dissemination of this Policy

As a part of the GTU's commitment to maintaining its campus and programs free from sexual misconduct and discrimination, this Policy will be disseminated widely to the GTU community through publications, websites, student orientations, and other appropriate channels of communication.

The Title IX Coordinator is responsible for overseeing the GTU's efforts at training, prevention and education as it relates under this Policy. The Title IX Coordinator and the Deputy Coordinators will receive appropriate training for the intake and handling of reports of sexual misconduct under this Policy, including those that are victim-centered and trauma informed.

GTU will also provide other employees with online training relating to this Policy every two years.

In addition, in an effort to prevent all forms of sexual misconduct from occurring on the GTU campus or within the GTU community, the GTU will provide incoming students and faculty, at the start of the academic year, with a copy of this Policy, and may also provide additional materials designed to educate students on sexual misconduct and how to prevent it from occurring. Education programs shall promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent all misconduct prohibited under this Policy from occurring, to empower victims, to identify safe and positive options for bystander intervention, and to help recognize warning signs of abusive behavior and how to avoid potential attacks.

Students, faculty and staff of GTU are all encouraged to take part in education and training designed to prevent sexual misconduct.

### Prohibited Conduct, Definitions and Examples

The GTU prohibits all forms of sexual misconduct, including sexual and gender related violence of any form, assault, harassment, domestic violence, dating violence, and stalking. These terms each encompass a broad range of behavior. The following behaviors are among the forms of sexual misconduct that violate GTU policy. Definitions and examples are provided to assist in the understanding of prohibited conduct.

**CLOSE PERSONAL RELATIONSHIPS AFFECTING TEACHING, MENTORING AND SUPERVISORY FUNCTIONS** — Except where explicit and advanced authorization has been obtained in writing from the Vice President for Administration and Finance, no person who is employed by GTU may participate in a close personal relationship with an individual who is a member of the GTU community for whom the person provides or may

(by virtue of GTU assigned position or functions) reasonably be expected in the future to provide teaching, mentoring or supervision. Supervision includes grading or other academic evaluation, job evaluation, decisions pertaining to promotion, the direct setting of salary or wages, and job, internship, educational, or employment references or recommendations.

Close personal relationships include dating, sexual and similar close personal relationships that are or are not consensually undertaken by the supervisor and the individual. Such relationships do not include the usual and customary socializing at GTU of teacher-student; mentor-mentee; supervisor-employee; faculty member-graduate student; co-workers; and supervisor-student employee. A person provides supervision when she or he oversees, directs or evaluates the work of others, including but not limited to, managers, administrators, directors, deans, chairs, advisors.

**DATING VIOLENCE** — means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**DOMESTIC VIOLENCE** — This is a form of sexual violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser ha or had a dating or engagement relationship, or someone similarly situated under California domestic or family violence law.

**FORCE** — is the use of physical violence or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats and coercion that overcome resistance or produce consent. For example, “Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”

**FORCIBLE FONDLING** — The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

**FORCIBLE SEX OFFENSE** — Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

**FORCIBLE RAPE— (EXCEPT STATUTORY RAPE)** The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because temporary or permanent mental or physical incapacity.

**FORCIBLE SODOMY** — Oral or anal sexual intercourse with another person, forcibly or against that person’s will or not forcibly or against the person’s will in instances where the

victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

**INCEST**— Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**PROHIBITED CONDUCT** — In the context of this policy, Prohibited Conduct refers to matters of sexual assault sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by law.

**RAPE** — is defined as “penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

The following scenarios illustrate incidents that are classified as Rape:

- A female college student attended an off-campus party. She drank heavily until she had difficulty standing and was slurring her speech. Two male students offered to walk her home. Once in her dorm room, she passed out. She awoke the next day in pain and found used condoms in her bed. She reported that she was raped to the local police department.
- One night, a woman’s husband was very drunk and he accused her of sleeping around. He became enraged and pushed her onto the bed and penetrated her with an object. She was too afraid to struggle.
- A student was drinking with a classmate. The classmate gave her a pill that he said would make her “feel really good.” After taking the pill, the woman did not recall what happened. A rape kit indicated semen from sexual penetration.

**RAPE - ATTEMPTS TO COMMIT RAPE** — are assaults or attempts to commit rape and are classified as Attempts to Commit Rape.

The following scenarios illustrate incidents that are classified as Attempts to Commit Rape:

- A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.
- At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a drug sometimes used to facilitate sexual assault, into the drink of his date. However, the man could not

convince the woman to leave her friends and go home with him. After an investigation, detectives concluded that the man intended to rape the woman.

**SEX OFFENSES, NONFORCIBLE— (Except Prostitution Offenses)** Unlawful, non-forcible sexual intercourse.

**SEXUAL ASSAULT** — is defined as the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, or touching, caressing, fondling, or touching of a person's genitalia, buttocks, or breasts.

**SEXUAL ASSAULT WITH AN OBJECT—** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

**SEXUAL CONTACT – NON-CONSENSUAL—** Any intentional sexual touching, however slight, with any object, by any person upon any other person, that is without consent or is by force. "Person" is regardless of gender status.

**SEXUAL EXPLOITATION** — is defined as taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or advantage of another person. The following scenarios illustrate incidents that are sexual exploitation:

- Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior.
- Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent.
- Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.)
- Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals.
- Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge.
- Sexually-based stalking and bullying.

**SEXUAL HARASSMENT** — is defined as any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. Students of any sex can be victims of sexual harassment and the harasser and the victim can be of the same sex.

The conduct can occur in any GTU program or activity and can take place in school facilities or at off-campus locations such as a member school classroom, office or apartment. The conduct can be verbal, nonverbal, or physical.

One form is *quid pro quo* or “this for that.” Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct results in adverse educational or employment action. An example is a student advisor asking a student to have sex in exchange for keeping quiet about a student’s violation of the plagiarism policy.

Another form of sexual harassment involves hostile environment. It is sexual harassment when an individual receives unwelcome sexual advances, unwanted verbal, physical, or visual behavior of a sexual nature, or is made to feel uncomfortable because of their gender or sexual orientation. Conduct that may constitute sexual harassment may include one or more of the following:

- Physical conduct — unwanted touching, blocking normal movement, or interfering with studies or work.
- Verbal conduct — epithets, derogatory comments, slurs, or humor of a sexual nature.
- Visual conduct — leering, making sexual gestures, displaying suggestive objects or pictures, cartoon posters in a public space or forum.
- Written conduct — letters, notes, or electronic communications containing comments, words or images as described above.

The following scenarios illustrate incidents that are classified as sexual conduct and may constitute sexual harassment if unwelcome:

- A faculty member tells a student that his or her grade can be improved if the student performs a sexual act for the faculty member.
- A student scrawls graffiti of a sexual nature on the book of another student.
- A GTU official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

**SEXUAL INTERCOURSE, NON-CONSENSUAL (OR ATTEMPTS TO COMMIT THE SAME)** — Any sexual intercourse, with any object or body part, by any person upon any other person, that is without consent or is by force. “Person” is regardless of gender status.

**STALKING** — is the act of willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family or suffer substantial emotional distress. For the purpose of determining whether stalking has occurred, harass means “engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose. Course of conduct means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Credible threat

means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct.

**STATUTORY RAPE**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### Other Definitions

**ADVISOR OR SUPPORT PERSON** — is a person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a GTU faculty or staff member. Non-participating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding under this Policy. Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.

**CLERGY MEMBER** — means “ a priest, minister, religious practitioner, or similar functionary of a church or of a religious denomination or religious organization.” Communications made in confidence with a clergy member may be privileged under the “clergy-penitent privilege” described in Evidence Code sections 1032-1034. A person who meets this statutory definition may also meet the definition of a pastoral counselor for purposes of Title IX and Clery Act, which dictate various campus officials’ obligations to report sexual assault to campus authorities.

**COERCION** — is a form of force which comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.

**COMPLAINANT** — A student, faculty or staff member who has made an allegation against another person of Prohibited Conduct.

**CONSENT** — is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. The individuals consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating relationship is not sufficient to constitute consent. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent must be affirmative and be ongoing throughout a sexual activity and can be revoked at any time. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other to engage in the sexual activity.

**INCAPACITATION** — is a state where someone cannot knowingly give consent. It may occur as the result of alcohol or other drug use. This Policy also applies to a person who is incapacitated as a result of sleep, mental disability or from taking rape drugs (Rohypnol, GHB, Burundanga, Ketamine, etc.)

**PASTORAL COUNSELOR** — means a person who is associated with a religious order or denomination, is recognized by that religious order or denominations as someone who provides confidential counseling, and is functioning within the scope of that recognition. 34 C.F.R. §§ 668.46(a). In this context, a pastor who is functioning as an administrator of GTU or as a student advocate would not be exempt from the reporting obligations under Clery and Title IX.

**PREPONDERANCE OF EVIDENCE** — The standard used by the GTU, in compliance with directives by the Office of Civil Rights of the Department of Justice, in demonstrating facts in an investigation of a Title IX complaint. Preponderance of evidence means the greater weight of evidence, that the evidence on one side outweighs the evidence on the other side.

**RESPONDENT** — A student, faculty or staff member who is accused of engaging in Prohibited Conduct.

**RETALIATION** — Retaliation means any adverse action taken against a person because he or she reported a concern or conduct that may be prohibited or participated in an investigation of such a report or assisted another person in making such a report.

**STANDARD OF EVIDENCE** — In determining whether the elements of a complaint against a Respondent are sustained, the GTU will use a “preponderance of evidence” standard.

**VAWA** — refers to the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)). This act amended the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery) under the Campus Sexual Violence Elimination Act provisions (Campus SaVE Act).

**WITNESS** — refers to any individual who either witnessed an incident or who has relevant information regarding a case that is being investigated under this Policy.

### Resources

The GTU encourages all members of the GTU community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention where appropriate.

The GTU also encourages all members of the GTU community to report any incident(s) of possible sexual misconduct to the GTU under these Policies and to get help from as many resources as possible.

For Emergency Needs

- **911** – Police
- City of Berkeley Police Department: Emergency 510/981-5911
- Rape Crisis Center 24-hour helpline: 800/670-7273



- Bay Area Women Against Rape 24-hour hotline: 510/845-7273
- National Domestic Violence Hotline: 800/799-SAFE (7233)

#### Other Resources

GTU does not maintain an on-campus counseling center or staff with professional qualifications to provide counseling. There are however, other services available in the Berkeley area, including:

- Bay Area Women Against Rape provides free 24-hour comprehensive services to victims of sexual assault. Website: <http://www.bawar.org> Telephone: 510/845-7273 or 510/845-RAPE.
- Alameda County Medical Center, Highland Hospital Sexual Assault Center, 1411 E. 31st Street, Oakland provides 24-hour assistance, including medical treatment and examination, advocacy and counseling support for victims of sexual assault. Website: <http://www.highlandahs.org/our-services/specialty-services/medical-counseling>. Telephone 510/437-4688.
- City of Berkeley Adult Clinic, 2640 Martin Luther King Jr. Way 510/981-5290.
- City of Berkeley Domestic Violence Crisis Line 510/562-3731.
- City of Berkeley Mobile Crisis Team (MCT) is available every day from 10:30 AM to 11:00 PM at 510/981-5254.
- Men Overcoming Violence, 1385 Mission Street, Suite 300, San Francisco 415/626-6704.

There are also several national organizations that may be able to provide the GTU community with important information and assistance:

- National Domestic Violence Hotline, 800/799-SAFE (7233)
- National Sexual Assault Hotline, 800/656-HOPE (4673)
- Stalking Resource Center, 202/467-8700
- National Teen Dating Abuse Helpline, 866/331-9474

#### GTU Campus Services

- Title IX Coordinator: Steven G. Argyris, 510/649-2433, [sargyris@gtu.edu](mailto:sargyris@gtu.edu) and Vice President's Office, 2400 Ridge Road, Berkeley, CA 94709.
- Deputy Coordinator (for students): Kathleen Kook, Dean of Students, 2465 LeConte Avenue, Berkeley, CA 94709, 510/649-2464; and
- Deputy Coordinator (for faculty and staff): Debi Walker, Director of Human Resources, 2452 Virginia Street, Berkeley, CA 94709, 510/649-2577.

#### Off Campus Counseling Services

While there are many Bay Area resources for counseling services, two counseling centers may be of interest to the GTU community.

The Interfaith Counseling Center of the Bay Area <http://interfaithcc.org/> offers a variety of services including psychotherapy, pastoral counseling, spiritual direction, and other counseling services. Trained and licensed therapists and counselors are available. Reduced

fees may be available to GTU students, faculty, staff and families. There are two Bay Area locations. An office is located in San Anselmo at 15 Austin Avenue, San Anselmo, CA 94960 and may be reached at 415/256-9701. In Berkeley the offices are at Durant House at First Congregational Church of Berkeley, 2345 Channing Way, Berkeley, CA 94709 and may be reached at 510/225-5595.

The California Counseling Institute <http://www.californiacounseling.org/> is a non-profit dedicated to integrating the mind, body and spirit through psychotherapy. The institute provides psychotherapy for people facing a variety of life situations, including relationship and family concerns, career choices, depression, anxiety, financial pressures, life transitions, losses and grief. Their East Bay office is located at 1562 Oakview Avenue, Kensington, CA 94707. For information or to set up an appointment call 415/752-1702.

#### Confidential Reporting Options

Persons who would like to speak to someone in confidence about an experience of sexual misconduct or about another's experience of sexual misconduct, should contact off-campus rape crisis counselors, domestic violence resources, private agencies, external mental health agencies and external clergy members.