

NONDISCRIMINATION POLICIES

It is the policy of Queens College of the City University of New York to recruit, employ, retain, and promote employees and to admit and provide services for students without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, or veteran or marital status.

Queens College is committed to improving the quality of relations among the racial, ethnic, and religious groups represented on campus in its student body, faculty, and staff. As members of a community of higher learning, our energies must be directed toward understanding people of all cultures, races, sexes, ages, and religions, to respecting ideas that are not necessarily our own, and maintaining an atmosphere of interpersonal and intergroup respect, tolerance, and civility.

As a multiracial, multilingual, and multiethnic community founded on intercultural cooperation, the college population reflects the population of the larger borough of Queens and of New York City. Because the college reflects the diversity of society at large, a positive approach to human relations, both intergroup and interpersonal, is appropriate to build on this richness and to make it a foundation for greater understanding. The college is strongly committed to fostering an environment of tolerance and respect in which rational discourse can flourish.

AFFIRMATIVE ACTION

Contact: Ms. Cynthia W. Rountree,
Director of Affirmative Action, Compliance & Diversity
Kiely Hall, Room 147, 718-997-5888

Queens College is an Equal Opportunity and Affirmative Action educator and employer. The college does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, or veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Policy

Affirmative Action goes beyond equal opportunity principles and affirms the college's commitment to achieve substantial participation by women and minority groups in all phases of its endeavors. The Affirmative Action Committee monitors accomplishment of these goals, identifies problem areas that indicate patterns of discrimination against a group of people by a particular unit of the college, and presents proposals for remedial action to the President.

Grievance Procedures

Procedures for Complaints

The Procedures for Individual and Class Complaints were adopted by the Affirmative Action Committee on February 3, 1994 and accepted by the President of Queens College. The guidelines are as follows:

1. Complaints that will be accepted and adjudicated by the Committee must indicate patterns of discrimination against an individual or identifiable class by a particular unit of the college. No anonymous complaints will be received.

2. Documentation will indicate that the complaint is one that is not actively before any government agency, Board of Trustees committee, or City University officer.

3. The name and status within the college community—including title and department, if applicable—of the person bringing the complaint to the attention of the committee must be affixed to any written complaint. A statement as to whether any other action arising out of the same alleged act is pending in any other form shall also be required.

4. A complaint that does not originate within the committee must be made in writing to the chair of the Affirmative Action Committee (the Director of Affirmative Action, Compliance & Diversity, hereafter referred to as the Affirmative Action Officer) with documentation, which should be attached whenever possible. The basis of the alleged discriminatory act must be stated, i.e., race, creed, national origin, sex, sexual orientation, age, marital status, veteran's status, or disability.

5. The Affirmative Action Officer will acknowledge the complaint and will advise the complainant if the complaint does not fall within the jurisdiction of the Affirmative Action Committee, or if on its face it is faulty or incorrect. To make these determinations, the officer may review and request pertinent data and information from the college community.

6. The Affirmative Action Officer shall, after meeting with the person(s) making the complaint, consult with the person or department against whom the complaint is made and make an initial inquiry into the complaint. Members of the Affirmative Action Committee may be requested to assist in this consultation. Objective assessment of the facts presented at this time shall be made and, if appropriate, they shall make recommendations and/or advise the person(s) involved of the legal and affirmative action consequences of the inquiry.

7. The Affirmative Action Officer shall present a written report of this preliminary inquiry to the committee, who shall determine the future action, if any, to be taken.

If the committee decides there is no merit to the complaint, it shall send a written decision to that effect to the complainant.

Should the committee decide that there is reason for the belief that the department is deficient in its procedures, it shall authorize the Affirmative Action Officer, who may be

accompanied by member(s) of the Affirmative Action Committee, to meet with the supervisor and other appropriate persons. If the supervisor agrees that there is merit to the allegation, the committee shall make a recommendation to correct the deficiency. The committee may supervise the future implementation of the recommendation.

8. Should the supervisor disagree or should further investigation seem warranted to the committee, a subcommittee of the Affirmative Action Committee will investigate further.

9. If the complaint is one emanating from outside of the committee, at this point, the person(s) making the complaint may be asked to come before the subcommittee and any other person(s) invited by the subcommittee to sit with it. This committee may also meet with those charged in the complaint *ex parte* or simultaneously with the complainant.

10. It shall be the duty of the Affirmative Action Officer to keep a record of the materials submitted and to keep a record of the relevant statements made by the parties.

11. The committee shall within the confines of due process carry on the investigation in a confidential and judicious manner.

12. A report of the investigation and recommendations for action shall be made to the Affirmative Action Committee by its subcommittee. A separate statement may be submitted by the Affirmative Action Officer. Members of the subcommittee may present minority opinions.

13. The Affirmative Action Committee will review the recommendations and statements to determine if there is a violation of the Affirmative Action Plan and/or any federal regulations and then forward its own recommendations to the President of the college and the appropriate administrative officer. Any member of the committee or the Affirmative Action Officer may submit a minority opinion.

14. The President shall consider the recommendation in making his/her decision on the complaint. The President may mandate changes in department or college procedures and advise individuals or departments involved of his/her finding. The President may take any action deemed appropriate to redress the aggrieved individuals.

15. Prior to the imposition of any sanctions or penalties by the President, the department or office shall be afforded the opportunity to present justification to the President or his/her designee for the alleged noncompliance. In addition, appropriate efforts must be made within a reasonable time to secure compliance through conference, mediation, and persuasion.

After the above measures have been exhausted, any department or office found in violation shall be subject to appropriate penalties, which may include but not be limited to direct monitoring of recruitment procedures, withholding of the awarding of new faculty lines, making faculty and administrative appointments and reappointments, and removal of those persons responsible for the continued violation.

16. None of the above shall inhibit any individual from seeking future redress through established procedures of CUNY, state, or federal agencies.

Individuals seeking further information about Affirmative Action matters or procedures at Queens College should contact the Affirmative Action Officer in Razran Hall, Room 314, 718-997-5888, or any member of the Affirmative Action Committee. The members of the campus-wide Affirmative Action Committee are:

Ms. Cynthia W. Rountree
Director, Affirmative Action, Compliance & Diversity
Chair of the Committee
718-997-5888

Mr. Vincent J. Angrisani
Executive Director, Undergraduate & Graduate
Admissions & Scholarship Services
718-997-5608

Ms. Phyllis Cannon-Pitts
Associate Director, Registrar
718-997-4400

Mr. Frank S. Franklin
Director, Search for Education, Elevation &
Knowledge (SEEK)
718-997-3130

Dr. Irma Llorens
Associate Professor, Hispanic Languages & Literatures
718-997-5624

Mr. Pedro Pineiro
Director, Security & Public Safety Office
718-997-4443

Dr. Thomas C. Strekas
Dean, Division of Mathematics & Natural Sciences
718-997-4105

Dr. Joyce Tang
Associate Professor, Sociology
718-997-2839

RIGHTS OF PERSONS WITH DISABILITIES

Contact: Mirian D. Detres-Hickey, Director
Office of Special Services, Kiely Hall, Room 171,
718-997-5870; Hours: 8 am–4 pm

The college complies with Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law, and the Americans with Disabilities Act (ADA), which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes, including admissions, evaluation and placement, programs, activities and courses, counseling, financial aid, scholarships, athletics, and employment.

The Office of Special Services coordinates the provision of reasonable accommodations and support services for students with disabilities. These services include orientation for new students, accommodative registration, counseling, academic advisement, peer counseling, and career development activities.

In addition to serving students on campus, the Office of Special Services offers a program for homebound students via a two-way telephone conference system for the severely disabled (bedridden).

Disability

Disability is a condition that may hinder one from learning. A student who becomes disabled should consider discussing with a staff counselor from the Office of the Vice President for Student Affairs the various alternatives regarding current and future academic plans, such as continuation of attendance, a leave of absence, or a program adjustment. A recommendation from a physician will help in determining which options are feasible. The recommendation, which is filed in the Health Service Center, is useful information to the college and beneficial to the student, should the student require any medical services while on campus.

Physical or Learning Disabilities

Students with physical or learning disabilities that require reasonable accommodation are served through the following procedure:

1. Students make a request for accommodative test conditions to the Office of Special Services (Kiely Hall, Room 171). Medical and/or psychoeducational documentation is required.
2. The Office of Special Services reviews the documentation and determines appropriate testing accommodations.
3. Students are then referred to outside agencies for assessment.

Individuals with disabilities applying for campus parking permits must present a New York State license with the ac-

cess for the disabled logo or a blue pass issued by the New York State Motor Vehicle Bureau along with proof of student status and disability to the Security & Public Safety Office, Jefferson Hall, Room 201.

Grievance Procedures

Queens College procedures relating to grievances of discrimination on the basis of disability state that any member of the staff or any student believing himself or herself aggrieved because of discrimination prohibited by Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA), or the Human Rights Law, may file a grievance. All grievances should be initiated through the Step I: Informal Complaints procedure set forth below.

Step I: Informal Complaints

Informal complaints should be filed within 30 days of the alleged incident(s) with the Section 504/ADA coordinator. The coordinator will advise the member of the staff or the student of his/her rights.

The coordinator will determine how the complaint can best be resolved and will, if appropriate, arrange a discussion between the complainant and an appropriate member of the college community. Data and facts relating to the complaint will be collected in an attempt to resolve the complaint.

The complainant will be notified by the coordinator of the disposition of the complaint when the informal investigation has terminated. If the complaint is resolved, no further action will be taken and all records will remain confidential.

If the complaint is not resolved within 60 days of the filing of the informal complaint, and if the complainant wishes to pursue the alleged discriminatory act to formal grievance, he/she should file a formal grievance with the 504/ADA Grievance Officer within 10 working days following notification of the disposition of the informal complaint or within 60 days of the filing of the informal complaint.

All time limits may be extended by mutual consent.

Step II: Formal Grievances

Formal grievances should be filed with the Grievance Officer in Kiely Hall, Room 805. Upon receipt of a written and signed formal complaint, the Grievance Officer will take appropriate action, which may include forming a committee to hear and investigate the complaint. A determination in writing will be issued with appropriate recommendations to correct any deficiencies, if necessary. Copies of the determination will be filed with the college President and the chair of the Queens College Affirmative Action Committee.

The Grievance Officer for Section 504 and the Americans with Disabilities Act is Assistant Vice President Jane Denkensohn (Kiely Hall, Room 805, 718-997-5725).

DISCRIMINATION ON BASIS OF SEX

Contact: Assistant Vice President Jane Denkensohn
Kiely Hall, Room 805, 718-997-5725

Queens College complies with Title IX of the Educational Amendments Act of 1972, which protects persons from discrimination on the basis of sex in the operation of its educational programs.

Procedures

College procedures provide that any member of the staff or any student believing himself or herself aggrieved because of discrimination prohibited by Title IX may file a grievance. All grievances should be initiated through the Step I: Informal Complaints procedure set forth below.

Step I: Informal Complaints

A student or employee claiming that the college has failed to act in accordance with the provisions of Title IX may file an informal complaint, either orally or in writing, with Assistant Vice President Jane Denkensohn, the college's Coordinator for Title IX in Kiely Hall, Room 805. The complaint should be made within 30 working days of the date of the alleged occurrence(s), except for extenuating circumstances. Upon receipt of such complaint, the Title IX Coordinator shall conduct an inquiry in an attempt to resolve the complaint. The Title IX Coordinator shall take necessary action to resolve the situation, including recommendations to appropriate college officials. The complainant shall be notified by the Title IX Coordinator of the disposition of the complaint when the informal stage has concluded. Any settlement, withdrawal, or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances.

If the complaint is resolved, no further action will be taken and all records will remain confidential. If the com-

plaint is not resolved within 60 working days of the filing of the informal complaint, or is not resolved to the satisfaction of the complainant, any complainant wishing to pursue the matter to formal grievance who is eligible to do so must file a formal grievance within 10 working days following notification of the disposition of the informal complaint, or within 60 working days of the filing of the informal complaint. Employees covered by collective bargaining agreements that include gender discrimination as a ground for grievance must utilize the grievance procedure provided in their respective agreements.

The Title IX Coordinator shall be responsible for keeping a record of all complaints filed and dispositions thereof.

Step II: Formal Grievances

Formal grievances shall be filed with the Title IX Coordinator in Kiely Hall, Room 805, on forms available in that office. The grievance must be presented in writing, setting forth the nature of the grievance, the evidence on which it is based, and the redress being sought.

The college President shall appoint the members of the Title IX Review Committee and shall designate a chair. The committee shall be convened by the chair promptly upon receipt of a grievance from the Title IX Coordinator. The committee shall schedule a meeting with the grievant within 20 working days after the grievance is filed with the Title IX Coordinator, or as soon thereafter as is practicable, and shall investigate the complaint as appropriate. The committee shall thereafter send its recommendation(s) to the college President. The President shall consider the recommendation(s) of the committee, and shall render a written decision on the matter, which shall be sent to the grievant. The President shall take any action deemed appropriate to redress the grievance. There shall be no further recourse within the college for appeal of the grievance.

Persons seeking further information about Title IX matters should contact the Assistant Vice President Jane Denkensohn, Kiely Hall, Room 805, 718-997-5725.