

## ***Procedure to Address a Complaint Regarding a Faculty Member***

We hope that as a community we approach each other with generosity and mutual respect, both within and without the classroom. and interact in ways that align with our core values as an institution. But in the event of these expectations not being met, every member of our community should always feel that they have an avenue to raise concerns or express discomfort.

For serious violations of these expectations, we have formal processes in place – like our sexual misconduct policies. But in other cases, one can feel uncertain as to what to do.

If a student is affected by content or behaviour that causes offence, then they are encouraged in the first instance to reach out to the person involved and voice their concern, with the understanding that the person may not be aware that something offensive has transpired and would welcome the feedback. Such situations can often be easily rectified if addressed immediately.

In cases where an affected student is uncomfortable approaching the person involved, prefers confidentiality, or feels that the issue has not been resolved after a conversation with the relevant person, they should contact the Assistant Dean of their residential college to discuss further options.

Depending on the nature of the incident, these further options might include:

- a mediated conversation between the student and the faculty member and/or the other student/s involved;
- and/or the lodging of a complaint, in writing, to the Dean of Faculty, which may be made in confidence. After speaking with the faculty and possible further investigation, the Dean of Faculty would either:
  - Take no further action
  - Refer the relevant faculty member to mentoring and teaching support
  - Refer the matter to Human Resources.

The complainant would be informed of the action taken.

If the complaint is about a fellow student, it is subject to the Code of Student Conduct.