

Interim Procedures for HMS/HSDM Faculty, Staff and Appointees

A comprehensive review of HMS/HSDM procedures for handling allegations of sexual or gender-based harassment against members of the Faculty of Medicine, and HMS/HSDM staff and appointees will be undertaken over the course of the academic year 2014-2015. Until that review is completed, allegations of sexual and gender-based harassment against members of the Faculty of Medicine, and HMS/HSDM staff and appointees (except as noted below with respect to those who are not employed by Harvard) ordinarily shall be investigated in accordance with the University Procedures and, if applicable, the procedures set forth in the University's Personnel Manual. It is the goal of HMS/HSDM to refer all such cases to Harvard University's Office for Sexual and Gender-Based Dispute Resolution ("ODR") for investigation. However, if ODR does not have the capacity to handle a particular claim involving a member of the Faculty of Medicine, or a HMS/HSDM staff member or appointee, then HMS/HSDM itself will conduct the investigation, also in accordance with the University Procedures and, if applicable, the procedures set forth in the University's Personnel Manual. In certain cases involving faculty members, it may be appropriate for the Dean of the Faculty of Medicine to modify these procedures, including in light of the Procedures for Discipline of Officers involving grave misconduct or neglect of duty arising under the Third Statute of the University. In such cases, all parties will be notified of the procedures that will be followed. These Interim Procedures for faculty, staff and appointees will be followed until a final version of the HMS/HSDM procedures has been adopted. To the extent any existing HMS/HSDM policies and procedures interfere with compliance with these Interim Procedures, application of such policies and procedures shall be suspended and the Interim Procedures shall govern.

Complaints Against HMS/HSDM Appointees Who are Not Employed by HMS/HSDM But Instead are Employed by or Associated with HMS/HSDM Affiliated Institutions and/or Whose Primary Appointments are at Other Harvard Schools:

In cases involving allegations against Faculty of Medicine appointees who are not employed by HMS/HSDM but instead are employed by or associated with HMS/HSDM affiliated institutions or whose primary appointments are at other Harvard Schools will be handled as follows:

If the subject of a complaint (the "Respondent") has a Faculty of Medicine appointment but is employed by or associated with an HMS/HSDM affiliated institution (and not employed by HMS/HSDM) and/or has a primary appointment at another Harvard School, and the alleged conduct took place outside HMS/HSDM, then these Interim Procedures ordinarily will not apply and HMS/HSDM or ODR will refer the matter to the relevant affiliated institution or Harvard School for investigation under any procedures of the affiliated institution or other Harvard School that may be applicable. However, where the alleged conduct either took place at HMS/HSDM or could create a hostile environment at HMS/HSDM, or in other limited circumstances to be individually determined by HMS/HSDM, HMS/HSDM may conduct joint proceedings with the affiliated institution or other Harvard School.

In all cases, HMS/HSDM may, at any point after a complaint has been raised, take temporary or permanent action with respect to the Respondent's appointment status in the Faculty of Medicine.

If the Respondent held a Faculty of Medicine appointment at the time of the alleged incident giving rise to the complaint, but no longer holds such an appointment, then the Dean of the Faculty of Medicine shall determine whether and in what manner the complaint should be handled.

Resources: **Local Title IX Coordinators**

<i>For Potential Complaints Against a Student:</i>	<i>For Potential Complaints Against a Staff Member or Postdoctoral Fellow:</i>	<i>For Potential Complaints Against a Faculty Member:</i>
<p>Carla Fujimoto, Assistant Director of Student Affairs (MD Students) carla_fujimoto@hms.harvard.edu (617) 432-1570 260 Longwood Avenue Tosteson Medical Education Center (TMEC) 244 Boston, MA 02115</p> <p>Garth McCavana, Dean for Student Affairs in the GSAS (M.A./Ph.D. Students) mccavana@fas.harvard.edu (617) 495-1814 The Richard A. and Susan F. Smith Campus Center Room 350 1350 Massachusetts Avenue Cambridge, MA 02138</p> <p>Megan Jennings, Director of Student Affairs at HSDM (DMD and AGE Students) megan_jennings@hsdm.harvard.edu (617) 432-4245 Office of Dental Education 188 Longwood Avenue Boston, MA 02115</p>	<p>Simone Leary, Director, Human Resources Consulting HMS simone_leary@hms.harvard.edu (617) 432-1226 25 Shattuck Street, Gordon Hall Human Resources, Room 150 Boston, MA 02115</p> <p>Kevin Dolan, Director of Human Resources HSDM kevin_dolan@hsdm.harvard.edu (617) 432-2625 Office of Human Resources 188 Longwood Avenue Boston, MA 02115</p>	<p>Carol Bates, Associate Dean for Faculty Affairs carol_bates@hms.harvard.edu (617) 432-1165 25 Shattuck Street Gordon Hall, Faculty Affairs, Suite 206 Boston, MA 02115</p>

Harvard University Title IX Officer:

Mia Karvonides
mia_karvonides@harvard.edu
(617) 495-4134
The Richard A. and Susan F. Smith Campus Center
1350 Massachusetts Avenue, Room 935
Cambridge, MA 02138

Other University Resources:

[Office of Sexual Assault Prevention & Response](#)
[HUHS Counseling and Mental Health Services](#)
[Bureau of Study Counsel](#)
[Harvard University Health Services](#)
[Harvard Chaplains](#)
[Harvard University Police Department](#)
[Employee Assistance Program](#)

Outside Agencies:

[U.S. Department of Education, Office for Civil Rights \(OCR\)](#)
[U.S. Equal Employment Opportunity Commission \(EEOC\)](#)
[Massachusetts Commission Against Discrimination \(MCAD\)](#)