

# Guidelines to Assure a Professional and Respectful Learning Environment

## University of Rochester Medical Center ICARE Values:

The University of Rochester Medical Center's (URMC) culture is steeped in its values – Integrity, Inclusion, Compassion, Accountability, Respect and Excellence (ICARE). These values apply to all members of the URMC community – faculty, students, staff – in all missions of the medical center: education, research, clinical care and community. A respectful and professional learning environment is an important reflection of our ICARE values.

## Learning Environment:

The URMC learning environment is committed to facilitating students' and trainees' acquisition of the professional and collegial attitudes necessary for effective, successful careers in research, teaching, and clinical care. The development and nurturing of these attitudes is enhanced and based on the presence of mutual respect among all members of our learning community. Characteristics of this mutual respect include the expectation that all participants in an educational program assume their responsibilities in a manner that enriches the quality of the learning process, supports a spirit of inquiry, and values diversity of opinion.

Members of our learning community include all individuals educated in undergraduate, graduate, doctoral and post-doctoral programs at the University and the medical center as well as those learners from other institutions training at URMC. Faculty include all faculty, employed and volunteer, who participate in the education of learners and contribute to the learning environment. Staff include all employed staff or volunteers at the University of Rochester.

URMC expects and requires learners, faculty, and staff to conduct themselves in a professional and respectful manner while participating in any activity related to URMC. Inappropriate behavior that negatively impacts URMC's professional and respectful learning environment is prohibited. Inappropriate behavior includes but is not limited to: sexual harassment; any discrimination or harassment based on age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, or any other status protected by law; humiliation; verbal, psychological or physical punishment; and/or the use of grading and other forms of assessment in a punitive manner. The intentional or unintentional occurrence of such behavior results in a disruption of the spirit of learning and a breach in the integrity and trust among, and between, learners, faculty, and staff.

All concerns or complaints regarding inappropriate behavior, either witnessed or experienced, should be reported to designated officers or offices in the School of Nursing or the School of Medicine and Dentistry's Undergraduate Medical Education, Graduate Medical Education, Graduate Education and Postdoctoral Affairs, or Eastman Institute of Oral Health, as indicated below or in program handbooks. Each area is charged with taking appropriate steps consistent with their program's processes and procedures to thoroughly review and address the reported concern.

## Expectations and Responsibilities for All Learners, Faculty and Staff:

- Non-discrimination and non-harassment: to treat others and be treated consistent with the institution's commitment to maintaining a workplace and academic environment free from unlawful discrimination and harassment.
- Collegiality: to cultivate and enjoy a welcoming environment in which to pursue research, clinical care, teaching and professional activities.
- Respect: to be valued as an important member of the URMC community and to treat all others with respect.
- Conflicts of interest: to receive appropriate instruction about conflicts of interest to avoid situations where learners and educators are unable to do their jobs with the appropriate level of impartiality.

- Policies: to be educated about and know how to access University of Rochester, medical center, hospital and program-specific policies including, but not limited to, grievance processes and disciplinary processes.
- Procedures: to receive and be aware of guidelines, policies and resources to report concerns about the learning environment or behaviors of other learners, faculty, or staff, including but not limited to reporting concerns regarding harassment or discrimination.
- Feedback: to be provided formative and summative information on performance at regular intervals as well as ad hoc when necessary, consistent with the program's procedures, to provide clear guidance and expectations on performance. Additionally, provide feedback to all in a productive, prompt manner as required by educational or institutional expectations.
- Design of instruction: to ensure equal access for learners with diverse backgrounds and abilities to curricula, courses, learning activities, and academic support services.
- Assessment: to ensure valid and equitable measurement of learning through appropriate measurement instruments.
- Confidentiality and Due Process: to ensure that identity is protected to the greatest extent possible and due process received for any complaint or concern, as required by University policy and legal requirements.

### **Sexual Misconduct, Harassment, Discrimination, Unprofessional Behaviors and/or Violations of the Expectations and Responsibilities Policies and Reporting Procedures**

It is the University's aim to provide a setting which is characterized by respect for all and encouragement for the development of each individual's full potential. The University will not tolerate any behavior, including verbal or physical conduct, which constitutes sexual misconduct, harassment, discrimination or other unprofessional actions. All learners, staff, and faculty are accountable for compliance with our ICARE values and codes of conduct. Violations may lead to disciplinary action which, in sufficiently severe cases, may lead to separation from the University after applicable due process.

Students or trainees in the School of Medicine and Dentistry, School of Nursing, and URMIC should advise a supervisor or other designated faculty member, leader or staff about all suspected violations of this guideline as well as all incidents of mistreatment, sexual discrimination, misconduct, harassment and acts of intolerance and discrimination. Reports should be directed to their school or program as indicated in the chart below. All individuals who file a report will be advised about the follow-up and outcome of any reported incident.

# Quick Reference Guide for Reporting Sexual Misconduct, Harassment or Discrimination

## Policies and Reporting Procedures

	Sexual Misconduct and Discrimination Based on Sex	Harassment Based on Protected Group	Discrimination Based on Protected Group
<b>Definitions</b> <i>(see policies for complete definitions)</i>	Sexual misconduct can include sexual assault (rape, sexual battery, sexual coercion, or sexual violence), dating and domestic violence, stalking, and violence based on sex. Discrimination based on sex includes discrimination or harassment based on sex (including pregnancy), sexual orientation, gender identity or expression. Sexual harassment can include sexual misconduct, unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature.	Form of discrimination which involves (1) unwelcome verbal, written, physical, or electronic conduct, (2) intended to cause or which could reasonably be expected to cause an individual or group to feel intimidated, demeaned, abused, or fearful, or to have concern for their personal safety, (3) because of membership in a protected class. The conduct must be sufficiently severe or pervasive, and must objectively and subjective unreasonably interfere with an individual's work or equal access to education or create an intimidating, hostile, or offensive work or academic environment.	Discrimination is (1) any conduct (2) that adversely affects or impacts an individual's or group's ability to function and participate as a member of the University community (3) because of their age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, or any other status protected by law, or because of their perceived or actual affiliation or association with such individuals or groups.
<b>Examples</b> <i>(see policies for additional examples)</i>	Sexual harassment can include: <ul style="list-style-type: none"> <li>• unnecessary touching, patting, pinching or brushing</li> <li>• sexually degrading words or gestures</li> <li>• verbal sexual abuse or harassment</li> <li>• offensive sexual graffiti, pictures or cartoons</li> </ul>	Degrading and derogatory words, graffiti, pictures, jokes, epithets, statements, stereotyping verbal, visual or written messages of intimidation, unwanted physical contact, comments or threats based on membership in a protected group.	Exclusion from or denial of access to services and/or resources based on a person's membership in a protected group.
<b>Policies applying to allegations by a student against a student</b>	<u>Student Sexual Misconduct Policy (all students)</u>  <u>Sex-based Incident Proxy Report</u>	<u>Student Misconduct Policy – Policy Against Discrimination and Harassment (all students)</u>	
<b>Policies applying to allegations against employees</b> <i>(faculty, staff, resident, postdoc)</i>	<u>Policy 106</u>		

	Sexual Misconduct and Discrimination Based on Sex	Harassment Based on Protected Group	Discrimination Based on Protected Group
Processes for Reporting	<p><b>Student</b></p> <ul style="list-style-type: none"> <li><a href="#">Student Sexual Misconduct Policy</a> (all students)</li> <li><a href="#">Sex-based Proxy Report</a></li> <li><a href="#">Policy 106</a> (if reporting faculty, staff, resident, postdoc)</li> </ul> <p><b>Faculty/Staff/Resident/Postdoc</b></p> <ul style="list-style-type: none"> <li><a href="#">Policy 106</a></li> <li><a href="#">Sex-based Proxy Report</a></li> <li><a href="#">Human Resources Business Partner</a></li> <li>Program specific dean's office (see links below)</li> </ul>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>Center for Student Conflict Management</li> <li>Care Network</li> <li><a href="#">Bias-Related Concern Report</a></li> <li><a href="#">Policy 106</a> (if reporting faculty, staff, resident, postdoc)</li> </ul> <p><b>Faculty/Staff/Staff/Resident/Postdoc</b></p> <ul style="list-style-type: none"> <li><a href="#">Policy 106</a></li> <li><a href="#">Human Resources Business Partner</a></li> <li>Program specific dean's office (see links below)</li> </ul>	
Institutional Resources	<p><b>Morgan Levy, JD</b> Title IX Coordinator and Equal Opportunity Compliance Director <a href="mailto:morgan.levy@rochester.edu">morgan.levy@rochester.edu</a> 585-275-7814</p> <p><b>Lynnett VanSlyke</b> University Intercessor and Director of Disability Compliance <a href="mailto:l.vanslyke@rochester.edu">l.vanslyke@rochester.edu</a> 585-275-9125</p> <p><a href="#">University Resources &amp; Policies</a></p>	<p><b>Lynnett Van Slyke</b> University Intercessor and Director of Disability Compliance <a href="mailto:l.vanslyke@rochester.edu">l.vanslyke@rochester.edu</a> 585-275-9125</p> <p><b>Frederick Jefferson, EdD</b> University Intercessor <a href="mailto:jefferson@admin.rochester.edu">jefferson@admin.rochester.edu</a> 585-275-5931</p> <p><a href="#">University Resources &amp; Policies</a></p>	
Program Specific Links to Resources	<p><a href="#">SMD Medical Student</a></p> <p><a href="#">SMD Graduate Student</a></p> <p><a href="#">SMD Postdocs</a></p>	<p><a href="#">SON Students</a></p> <p><a href="#">SON Postdocs</a></p>	<p><a href="#">SMD GME</a></p> <p><a href="#">SMD Academic Affairs</a></p>

## Index of Important Links

### Student Sexual Misconduct Policy

[bit.ly/STUDENTSEXUALMISCONDUCTPOLICY](http://bit.ly/STUDENTSEXUALMISCONDUCTPOLICY)

### Sex-based Incident Proxy Report

[bit.ly/SEXUALMISCONDUCTPROXYREPORT](http://bit.ly/SEXUALMISCONDUCTPROXYREPORT)

### Policy 106

[bit.ly/URPOLICY106](http://bit.ly/URPOLICY106)

### Bias-Related Concern Report

[bit.ly/BIASREPORT](http://bit.ly/BIASREPORT)

### Human Resources Business Partner

[bit.ly/ROCHESTERHRBP](http://bit.ly/ROCHESTERHRBP)

### University Resources & Policies

[rochester.edu/respect/resources/](http://rochester.edu/respect/resources/)

### Program Specific Links to Resources

#### SMD Medical Student

[bit.ly/URSMDEACHERLEARNERPOLICY](http://bit.ly/URSMDEACHERLEARNERPOLICY)

#### SMD Graduate Student

[bit.ly/URSMDBRAINEESUPPORTRESOURCES](http://bit.ly/URSMDBRAINEESUPPORTRESOURCES)

#### SMD Postdocs

[bit.ly/URSMDBRAINEESUPPORTRESOURCES](http://bit.ly/URSMDBRAINEESUPPORTRESOURCES)

### SON Students

[bit.ly/SONSTUDENTHANDBOOK](http://bit.ly/SONSTUDENTHANDBOOK)

### SON Postdocs

[bit.ly/SONPOSTDOCSPOLICIES](http://bit.ly/SONPOSTDOCSPOLICIES)

### SMD GME

[bit.ly/SMDGMEPOLICIES](http://bit.ly/SMDGMEPOLICIES)

### SMD Academic Affairs

[bit.ly/URSMDACADEMICAFFAIRS](http://bit.ly/URSMDACADEMICAFFAIRS)