



December 1, 2016

Dear Members of the College Community:

More than 40 years ago, Title IX of the Education Amendments Act was passed as the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX protects all community members and is at the heart of efforts to create gender-equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. More specifically, Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity received Federal financial assistance.”

Over the past several years, Utica College has made significant efforts behind the scenes to reaffirm our commitment to upholding Title IX and everything it represents. Our policy entitled *Sexual Harassment, Gender-Based Harassment, and Sexual Misconduct*

<http://www.utica.edu/policies/policies.cfm?id=145> honors the Title IX mandate and recognizes that sexual assault, dating and domestic violence, and stalking are also forms of sex and gender-based discrimination that cannot be tolerated in our community. An interdisciplinary Title IX team exists to facilitate the prompt and fair investigation of claims. The team consists of a Title IX Coordinator, two Deputy Title IX Coordinators, and investigators from various areas throughout the College. All team members have undergone intensive training with a focus on preserving the dignity and rights of all individuals involved in a claim (complainant, respondent, and witnesses). The team also works to make sure all policies and procedures are up to date as well as the web page that is designed to provide readily available information about Title IX (<https://www.utica.edu/college/tix/>). Finally, and most importantly, the team spends a considerable amount of time searching for and developing ongoing educational programs around issues of sex and gender-based discrimination and sexual violence prevention and response, including bystander intervention training. This programming occurs throughout the academic year.

It is our goal to continually educate all members of the College community about Title IX so that we can all make Utica College a safe place to work and study – a place that is free of any form of discrimination. We urge you to take part in any programs that are offered both on line and in person, to ensure that we all have an opportunity to learn more about our own responsibilities as members of the Utica College community.

The training module titled “Haven for Faculty and Staff” (see below) is a part of the new hire process and kicks off your education around this important topic. It provides a very general overview of Title IX and what it means to us at Utica College in terms of basic structure, policies, and procedures. The intent of this program is not only to inform you on what Title IX is, but to provide information, resources, and strategies for navigating your way through potential issues of sex and gender-based discrimination.

This training is of vital importance to our community. In fact, offering the training is not only the right thing to do for our own sake; under state law it is mandatory to do so.

As such, I am asking you to please complete this introductory training at your earliest convenience. You may access the training by using the following instructions:

To Access the Haven for Faculty and Staff Online Course

- Go to <http://www.everfi.com/login>.
- Click the “Register” button.
- Enter the required information on the registration page. This information will be used for tracking purposes only.
- Again, the registration code is **82c562e5**. **Please note that this code is case sensitive.**
- Be sure to check the box regarding agreement with the terms of service at the bottom of the registration page.
- Proceed through the course by clicking “Get Started.”
- You will need to complete each section before the next section is unlocked for your completion.
- Please note that you do not need to finish the course in one sitting. It will likely take a minimum of 40-45 minutes to complete. You may pause and return at any time; however, we will be following up with you if the course is not completed within your first thirty days of employment.
- Please keep in mind that this training is not only important in making sure we are prepared as a community, but it also fulfills our education requirements under New York State law.

If you have any questions or concerns about Haven, please contact Lisa Green, Vice President for Human Resources and Personnel Development/Title IX Coordinator at [\(315\) 792-3276](tel:3157923276) or lcgreen@utica.edu.

Thank you in advance for your attention to this important training. You can look forward to a variety of training opportunities in the future aside from this required training, and my hope is that you will participate as often as possible.

Sincerely,

A handwritten signature in blue ink that reads "Laura M. Casamento". The signature is written in a cursive style with a large, stylized "L" and "C".

Laura M. Casamento
President