Dear College of Charleston staff, faculty, and administrators:

I am writing today to let you know that, beginning this spring, all present and future College of Charleston employees, including adjunct faculty, temporary employees, and graduate assistants, are **required to receive sexual harassment and other discrimination prevention training** covering crucial information about federal laws, state laws, and our obligations as College employees to help us avoid and report potentially illegal or unethical discrimination. Please see below for more information about this topic.

**Background**

This mandatory training program will provide you with information about your legal obligations to ensure compliance with laws prohibiting sexual harassment/assault and other forms of discrimination and harassment. In addition, the training will inform you of your rights and the resources that are available to you if you experience discrimination or harassment on campus.

For over two decades, a growing number of colleges and universities have required some or all of their employees to receive some form of sexual harassment prevention training. Beginning this semester, the College of Charleston will adopt this national best practice to protect the members of our community. The obligations of faculty, staff, students, and administrators to avoid and prevent all forms of sexual harassment and abuse already are described in College policies 7.1.1 and 9.1.10, for example. See [www.policy.cofc.edu](http://www.policy.cofc.edu).

This year, we have asked a national campus safety and security compliance company, Margolis Healy and Associates ([http://www.margolishealy.com/](http://www.margolishealy.com/)), to deliver a customized program for the College of Charleston on these topics. A digital guidebook will be available as a College resource on these topics.

The training program will focus on the policies and procedures of the College. Our goal is to ensure all members of the campus community know how to meet mandated requirements and are able to assist in preventing and responding to reports of discrimination or harassment.

**Training Requirements**

This training is mandatory for the following employees:

- All tenured, tenure-track, and visiting faculty
- All instructors and senior instructors
- All adjunct faculty
- All permanent administrators and staff
- All graduate students who have teaching, research, or administrative assistantships
- All graduate students who are employed by the College
- All temporary staff
- Any additional College employee directed to complete this training by the V.P. for Human Resources
This training is NOT required for undergraduate students, even if they are student employees. Temporary or permanent employees who take undergraduate courses, however, must complete the training.

Please contact the Office of Human Relations and Minority Affairs with questions about the training.

Deadline for Training

The live training sessions will be held on **February 24-25, 2014**. Current employees unable to attend one of the live sessions must complete online discrimination prevention training by **May 19, 2014**. After May 2014, all new employees must complete the training program within their first 60 days at the College of Charleston. Discrimination prevention training will be an annual requirement of the College, with that training to be offered online after this year. The Office of Human Resources will be responsible for assuring that all new employees receive the required training. Supervisors are expected to ensure that all of their direct reports have completed this training.

Options for Training

We have created a schedule to provide multiple opportunities for faculty, staff, and administrators to attend one two-hour live session on either **February 24 or 25, 2014**. You will be asked to sign up in advance.

The session you attend will depend on whether you are staff or faculty.

All roster faculty, adjunct faculty, graduate students with laboratory or other teaching assignments, and administrators with roster faculty appointments must attend or view the training program designed for faculty. Separate registration links for faculty and staff are provided below.

**Live Presentations for Faculty**: There are four opportunities in February to attend a live FACULTY session:

- **Monday, February 24, 2014**
  - 10:30 am- 12:30 pm Sottile Theatre
  - or
  - 3:30 pm- 5:30 pm Sottile Theatre

- **Tuesday, February 25, 2014**
  - 10:30 am- 12:30 pm Physicians Auditorium
  - or
  - 3:30 pm- 5:30 pm Physicians Auditorium

To register to attend one of the FACULTY sessions, click here: [FACULTY REGISTRATION](#)

**Live Presentations for Staff/Administration**: There are four opportunities in February to attend a live STAFF/ADMINISTRATIVE session:
Monday, February 24, 2014  8:00 am- 10:00 am  Sottile Theatre

or

1:00 pm- 3:00 pm  Sottile Theatre

or

Tuesday, February 25, 2014  8:00 am- 10:00 pm  Physicians Auditorium

or

1:00 pm- 3:00 pm  Physicians Auditorium

To register to attend one of the STAFF/ADMINISTRATIVE sessions, click here: STAFF REGISTRATION

We will have a certification sheet for you to sign at the end of each two-hour live session. Attendees must be present for the entire live training session in order to complete the requirement.

**Online Program:** If you have a conflicting obligation that prevents you from attending a live presentation – which is always more engaging – you will be able to view the two hour program online at a later date.

The online program will be available beginning **Monday, March 24.** The full, online program must be viewed from start to finish in order to fulfill the training requirement, and employees who complete the online program must verify in writing that they viewed the program and understand the material as presented. Separate online training programs will be available for faculty and for staff/administration. Information about completing the online program will be emailed to all faculty, staff, and administrators by March 24.

Supervisors should make a printed copy of this email available to all employees who do not use email. Supervisors are encouraged to be flexible in scheduling employees to attend this training. Supervisors should consider allowing time off, if appropriate, to make up for any additional time required to attend a session.

Thank you for all that you do at the College of Charleston to make the campus safe for all students, staff, faculty, and administrators. I am pleased that we are taking this important step forward to protect all the members of our campus community.

Warm regards,

George Benson

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