

POLICY & PROCEDURES MANUAL Classification Number: 2.7.6

WAYLAND BAPTIST UNIVERSITY Revis

further investigation or a recommendation for sanctions is necessary. When circumstances warrant, the executive director of student services may convene an ad hoc committee to review the facts surrounding the case and make recommendations for resolution of the complaint. The executive director of student services shall notify the student against whom a complaint has been filed and the complainant regarding resolution of the complaint, including any recommended sanctions. A copy of the case shall be filed with the vice president of enrollment management.

4. **Student Employees** - Graduate assistants, whether teaching or non-teaching, will be considered faculty for the purpose of these procedures. All other student employees (graduate and undergraduate) would be considered students for the purpose of these procedures. If the incidence of sexual harassment is job related, the executive director of student services may contact the

Step II - Use of an Ad Hoc Committee (Optional) - The appropriate administrator in each instance shall make the decision as to whether circumstances warrant the convening of an ad hoc committee to further investigate the circumstances surrounding the complaint of harassment. The committee should comprise