I. CALL TO ORDER
Dale Quest, Ph.D. - Faculty Council President

Dr. Quest, President of the Faculty Council, called the meeting to order at 12:02 PM.

II. REVIEW AND APPROVAL OF MINUTES
Dale Quest, Ph.D. - Faculty Council President

Having met quorum, the Faculty Council members unanimously agreed to approve the meeting minutes from May 18, 2015 with no changes.

III. OLD BUSINESS

Dr. Quest reported the following:

A. Academic Council Seat E-Vote

Academic Council Seat E-Vote

MEMBERS IN ATTENDANCE:
Dale Quest, Ph.D., President, Medical Education
Juan Figueroa-Casas, M.D., President-Elect, Internal Medicine
Susan Watts, Ph.D., Immediate Past President, Emergency Medicine
Marc Orlandi, M.D., Anesthesiology
Laxman Gangwani, Ph.D., Biomedical Science
Jennifer Molokwu, M.D., Family Medicine
Darine Kassar, M.D., Neurology

Heidi Lyn, M.D., OB/GYN
Rona Fagan, R.N., Orthopaedic Surgery & Rehabilitation
Alireza Torabi, M.D., Ph.D., Pathology
Hoi Ho, M.D., Associate Dean for Faculty Affairs & Development, ex-officio, non-voting
Sanja Kupesic, M.D., Ph.D., Faculty Development, non-voting

MEMBERS NOT IN ATTENDANCE:
Amelia Leony-Carrete, L.C.S.W., Psychiatry
Nassim Akle, M.D., Radiology
Trent Filler, D.D.S., Surgery

Jesus Peinado, M.D., Pediatrics
Rajendra Marwah, M.D., Community Representative, EPCMS, non-voting
Richard A. Lange, M.D., M.B.A., Founding President TTUHSC El Paso, Dean PLFSOM, ex-officio, non-voting

GUESTS:
J Manuel de la Rosa, M.D., Provost & Vice President Academic Affairs
Kathryn Horn, M.D., Student Affairs Committee
Manuel Schydlower, M.D., Committee on Medical School Admissions
Jesus Diaz, M.D., Radiology

Sitratullah Maiyegun, M.D., Pediatrics, Faculty Senate
Miranda Alvarez, Faculty Affairs
Cindy Camarillo, Faculty Affairs
Tony Castaneda, Faculty Affairs
The following faculty members have been nominated to fill the vacant Academic Council seat.

- Laxman Gangwani, Ph.D., Associate Professor, Biomedical Sciences
- Martine Coue, Ph.D., Professor, Medical Education
- Jesus Peinado, M.D., Assistant Professor, Pediatrics

Voting to fill this seat will take place through email. Voting members will receive and email by the end of the day and will have one week to cast their vote by responding to the email. The next academic council meeting is Wednesday, July 8, 2015.

Nominations are still being accepted for President-Elect. Faculty are encouraged to nominate a colleague or self-nominate. Nominations will continue to be accepted until Friday, July 10. Faculty may submit nominations by email to Miranda Alvarez in the Office of Faculty Affairs. Voting will take place at the next Faculty Council meeting on Monday, July 20, 2015.

Nominees need to submit a paragraph stating what they think the role of the Faculty Council should be at PLFSOM, and what they wish to accomplish if elected. Nominees should submit their paragraph to Miranda.alvarez@ttuhsc.edu.

The following faculty have been appointed to the ad hoc committee Faculty Handbook Taskforce:

- Susan Watts, Ph.D., Associate Professor, Emergency Medicine
- Heidi Lyn, M.D., Assistant Professor, OBGYN
- Jesus Peinado, M.D., Assistant Professor, Pediatrics

Dr. Quest introduced the new representative from the Department of Anesthesiology, Marc Orlandi, M.D., Assistant Professor.

Faculty who are interested in serving on the Faculty Senate should email Dr. Quest expressing their interest. Names will be submitted to Dr. de la Rosa by July 1. Faculty who wish to serve on the Proto-Faculty Senate should be aware that holding a Senate position requires a fair amount of time commitment. Members of the Proto-Faculty Senate should have some experience with faculty governance, by either having served on the Faculty Council, Academic Council, or Faculty Senate.

The following department’s seats on the Faculty Council are up for Election/Re-Election:

- The following faculty members have been nominated to fill the vacant Academic Council seat.
- Nominations are still being accepted for President-Elect. Faculty are encouraged to nominate a colleague or self-nominate. Nominations will continue to be accepted until Friday, July 10. Faculty may submit nominations by email to Miranda Alvarez in the Office of Faculty Affairs. Voting will take place at the next Faculty Council meeting on Monday, July 20, 2015.
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- The following faculty have been appointed to the ad hoc committee Faculty Handbook Taskforce:
- Faculty who are interested in serving on the Faculty Senate should email Dr. Quest expressing their interest. Names will be submitted to Dr. de la Rosa by July 1. Faculty who wish to serve on the Proto-Faculty Senate should be aware that holding a Senate position requires a fair amount of time commitment. Members of the Proto-Faculty Senate should have some experience with faculty governance, by either having served on the Faculty Council, Academic Council, or Faculty Senate.

The following department’s seats on the Faculty Council are up for Election/Re-Election:
D. Emeritus Appointment Nomination for Dr. Arvin Robinson

Dale Quest, Ph.D. - Faculty Council President

Emeritus Appointment Nomination for Dr. Arvin Robinson

- Dr. Brunner, on behalf of Jesus Calleros-Macias, M.D., department chair for the department of radiology submitted a nomination for a Chair Emeritus appointment for Dr. Arvin Robinson. A motion was made to recommend the approval of a Chair Emeritus appointment for Dr. Robinson. The motion was seconded and unanimously approved. The recommendation will be forwarded to President Lange.

*See attached nomination

E. Approval of Student Affairs Policies

Kathryn Horn, M.D. - Committee Chair

Approval of Student Affairs Policies

- Dr. Horn presented several new and revised Student Affairs policies. A motion was made to approve the policies without revisions. The motion was seconded and unanimously approved.
  - Social Media Policy (New Policy)
  - Anti-Discrimination-Title IX (New Policy)
  - Policy on Report Arrests (New Policy)
  - Policy for Student Clearance (Revised)
  - Attendance Policy (Revised)

*See attached policies
Approval of Student Affairs Policies continued...
Kathryn Horn, M.D.
Committee Chair

Q: Will drug screens for students be centralized to a single location?
A: Drug screens are not mandatory for all students. It varies by location at hospitals. The Student Affairs Committee will look into the matter and address it in the future.

V. DEAN’S REPORT
- No Report

VI. PRESIDENT’S REPORT

A. IT Update
Dale Quest, Ph.D.
- Faculty Council President

Dr. Quest reported the following:
• IT Update
  o Viewfinity, a program designed to give faculty and staff limited administrator rights to their computers, will be launched soon.

B. General Faculty Meeting
Dale Quest, Ph.D.
- Faculty Council President

• General Faculty Meeting
  o There will be a General Faculty meeting on Tuesday, July 21, 2015 from 12:00-1:00 P.M. in the AEC 2nd Floor Misenhimer Auditorium

C. PROVOST’S REPORT
J Manuel de la Rosa, M.D.
- Provost, TTUHSC El Paso

Dr. de la Rosa reported the following:

Initiation of Process to Establish a Faculty Senate at TTUHSC El Paso:
1. Process should take approximately 12-15 months and complete just in time to report on our SAC application (Dec 2016);
2. Process will begin by selection of 2 faculty representatives from each of the 3 schools (GGuSON, PLFSOM, GSBS), to form a working group (a Proto Senate);
3. Request all 3 deans work with respective faculty governance committee (Faculty Assembly, Faculty Council and Graduate Council) to nominate the 2 representatives from your respective schools;
4. Nominations will be presented and discussed at the Presidents Executive Council on July 9th. CIRE will receive a brief report on the status of the process at their quarterly meeting;
5. Nomination deadline June 30th, 2015;
6. Proto Senate to review policies, write governance bylaws, etc. over next 12 to 15 months;
7. Creation of TTUHSC El Paso Proto Senate workgroup, does not absolve us of our responsibility to participate in existing TTUHSC faculty senate.

*See attached report

VIII. FACULTY AFFAIRS AND DEVELOPMENT UPDATE
Hoi Ho, M.D.

Dr. Ho reported the following:
IX. STANDING COMMITTEE REPORT

Committee on Medical School Admissions
Manuel Schydlower, M.D.
- Ex-Officio

Dr. Schydlower reported the following:

*See attached report

X. TTUHSC FACULTY SENATE UPDATE

Sitratullah Maiyegun, M.D.
- Faculty Senate Representative

Dr. Maiyegun reported the following:

*See attached report
XI. EPCMS UPDATE
Jennifer Molokwu, M.D.
- EPCMS Representative
Dr. Molokwu reported the following:
The 10th Annual Border Health Conference will be hosted in El Paso on August 5th and 6th at the Double Tree Hotel. All doctors are invited to attend.

XII. ADJOURNMENT
Dale Quest, Ph.D.
- Faculty Council President
With no further business to discuss, Dr. Dale Quest, Faculty Council President, adjourned the meeting at 12:55 P.M.

FOLLOW UP:

<table>
<thead>
<tr>
<th>ITEM:</th>
<th>PERSON/DEPARTMENT RESPONSIBLE:</th>
<th>TASK COMPLETED Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council E-Vote</td>
<td>The Office of Faculty Affairs will send E-Vote email for members of the Faculty Council who have not yet voted, to vote for a new representative on the Academic Council</td>
<td></td>
</tr>
<tr>
<td>Nominations for Faculty Council President-Elect</td>
<td>Faculty Council members are to submit nominations, or self-nominate a Faculty Council member for the new Faculty Council President-Elect. Nominations should be sent to <a href="mailto:Miranda.alvarez@ttuhc.edu">Miranda.alvarez@ttuhc.edu</a></td>
<td></td>
</tr>
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Dale Quest, Ph.D.
Faculty Council President
Department of Radiology
June 2, 2015

Richard A. Lange, M.D., M.B.A.
President
Texas Tech University Health Sciences Center El Paso
Dean, Paul L. Foster School of Medicine
Committee on Faculty Appointments, Promotion,
Tenure and Appraisal
5001 El Paso Drive
El Paso, Texas 79905

Re: Dr. Arvin E. Robinson

“Chair Emeritus” appointment

Dear Dr. Lange:

I would like to take this opportunity to nominate Dr. Arvin E. Robinson for the title of “Chair Emeritus”. Dr. Robinson has notified me that he will be retiring December 31, 2015. Dr. Arvin Robinson served our institution faithfully and loyally for ten years. He was hired and served as Interim Chair of Radiology from October 2004 to September 2006 and later appointed to Chairman of Radiology from September 2006 to September 2013.

He was instrumental in establishing the Radiology Residency Program. He was Program Director for the Diagnostic Imaging Residency and Imaging Fellowship Programs. He continued his full role as Professor of Radiology.

He was awarded the “Faculty of the Year” award and has been recognized several times for his teaching ability.

As defined under Regents rules, section 04.01.2, Dr. Arvin E. Robinson qualifies for an Emeritus appointment as defined under section B since he has completed at least ten years of service at Texas Tech University Health Sciences Center at El Paso.

Please give this nomination your due consideration.

Sincerely,

Noemi Brunner, M.D.
Vice-Chair and Assistant Professor
by direction of Jesus E. Calleros-Macias, M.D.
Acting Chair and Assistant Professor
Texas Tech University HSC El Paso
Initiation of Process to Establish a Faculty Senate at TTUHSC El Paso:

1. Process should take approximately 12-15 months and complete just in time to report on our SACs application (Dec 2016);
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Faculty Affairs & Development Report

Hoi Ho, M.D., Associate Dean for Faculty Affairs and Development

Pre-Tenure and/or Pre-Promotion

- 23 Applicants
- Pre-Promotion:
  - Research Assistant Professor: 1
  - Associate Professor: 18
  - Professor: 3
- Pre-Tenure: 8
**2015-2016 Tenure and/or Promotion Cycle**

- Memo sent out to Department Chairs announcing start of 2015-2016 TP cycle
- If you would like to be considered for review in the upcoming tenure and/or promotion cycle, please notify your department chair.
- Deadline for Department Chairs to submit list of faculty who will apply is Wed., June 24, 2015.

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**Faculty Development Course XIV**

- Memo will be sent out to departments
- Faculty Development Course XIV will be open in November 2015
The New Faculty Senate President nominated is Dr. Mary Madeline Rogge from the School of Nursing.

President Mitchell questioned the Lubbock SOM criteria and qualifications outlined for Emeritus Appointments. Dr. Berk will respond.

TTUS Intellectual Property Policy RR10 is still being reviewed and no consensus yet.
Senate deliberated on the importance of having both a constitution and bylaws for the Faculty senate.

- They appear largely redundant, and making changes to one must be coherent with the other.

Having a constitution ensures that Faculty Senate does not act autonomously on important issues, because changes to the constitution require support of the voting faculty, whereas changes to the bylaws can be ratified by the Faculty Senate.
New Policies

• Anti-discrimination – Title IX – federal law
  – New module for all students – Campus Clarity
  – Training of investigators and coordinators on campus

• Social Media Policy
  – Based on Mayo’s policy
  – Many out there – this is first iteration – may change over time
Social Media Policy

Draft

From the Mayo Clinic’s 12-word Social Media Policy

- Don’t Lie  Don’t Pry
- Don’t Cheat  Can’t Delete
- Don’t Steal  Don’t Reveal

**Don’t lie:** This is a good rule in general, but is particularly important online where nothing is transient and everything is searchable. It is also not permissible to demean or degrade any individual associated with the HSC on internet resources or represent self as another person, real or fictitious, as a means to circumvent this policy.

**Don’t pry:** Do not seek out personal health care data or potential protected health information as part of a social platform conversation. TTUHSCEP students are not allowed to post or discuss any such sensitive information on personal social networking sites, including photos of patients.

**Don’t cheat:** In social media, cutting corners is more likely to be discovered and exposed with negative consequences.

**Can’t delete:** It is important to remember that what you post online cannot be deleted. The most effective tool to address this is a strategic pause before you post. Count to 3 and think:

1 – To whom am I posting? What is my audience?
2 – Is this post appropriate? Would I say this to someone face-to-face? Would this be appropriate at my institution?
3 – Does my post add value to the ongoing conversation?

**Don’t steal:** Give credit where it is due and acknowledge those who inspired you or provided information you are passing along. In Twitter it’s as simple as a retweet or a mention while in a blog you can share a link.

**Don’t reveal:** If the information is proprietary or confidential, don’t disclose it in social platforms. This also applies to educational material that belongs to the faculty of TTUHSC, including the logo, class material or information from your textbooks. Students should respect copyright, trademarks, and intellectual property rights. This includes putting this type of material in study guide or flashcards that are publically available.

TTUHSCEP faculty and staff do not monitor online communities, however any behavior violating the code of conduct that comes to a university official’s attention will be treated like any other violation.
Please see TTUHSC El Paso Student Handbook: Student Code (insert url) Section D “Misconduct” and Section E “Other Professional and Ethical School Standards”.
Policy on reporting arrests

Per TTUHSC EP OP 10.20 students must report to the Associate Dean for Student Affairs within 5 business days following the charge of a crime (see definition below).

“Students, trainees, and residents shall timely self-disclose relevant criminal history record information no later than five (5) business days following the charge of a crime. "Criminal history record information" (CHRI) means information collected about students, trainees or residents by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, information, and other formal criminal charges, and their dispositions. If self-disclosure reveals CHRI, the individual must then undergo a contemporaneous criminal background check, which may include fingerprinting. The report will be made available to the appropriate Dean or his/her designee. Failure of students, trainees or residents to disclose information which is subsequently found on a background check may result in dismissal or withdrawal of acceptance from the university.”
Policy for Student Clearance  Revised 6.2.15

All PLF SOM students must complete certain requirements in order to attend clinic or hospital assignments during their medical school curriculum whether in the TT clinics, University Medical Center Hospital or community clinics through the SCI course. This also applies to volunteer activities that occur in these locations.

MS1 - Each student must complete the following prior to the first day of orientation:
- Immunizations as stated in immunization policy (updated yearly); The Hepatitis series must be initiated prior to orientation but may be completed once matriculated.
- Basic Cardiac Life Support Certification
- Community Wide Orientation
- Evidence of Health Insurance coverage
- Criminal Background check
- STEPS (safety module)
- Campus Clarity Module  (this may be completed during immersion for Class of 2019)

MS2, 3 and 4’s – must complete and submit the following prior to the start of the fall semester:
- Yearly update of TB skin test
- BCLS recertification
- Community Wide Orientation
- Evidence of Health Insurance coverage
- Annual influenza vaccine - provided in the fall semester

2. Consequences of non-compliance
   Compliance with administrative duties can be predictive of future issues in professionalism. A student is expected to respond to reminder emails from the Occupational Health Office. If a student fails to complete the tasks within 14 days of the requirement, they are considered noncompliant.

   If a student fails to meet the requirements as outlined above they would not be allowed to attend any clinical activities. Missing activities because of noncompliance would be an unexcused absence. The student may receive a negative grading consequence.

   With the second episode of noncompliance, the student would be required to meet with the Associate Dean for Student Affairs and a notation citing their poor professionalism would be placed in their file.

   A third episode of noncompliance would require the student be discussed at the Grading and Promotion Committee for lack of professionalism and could be included in the MSPE in regards to professional attributes. (See GPC policy on how professionalism can impact progression in the curriculum).
Attendance Policy (revised 6.12.15)

During your years at the TTUHSC Paul L. Foster School of Medicine, attendance and participation in all scheduled activities is expected. This is part of the professional commitment to medicine that you assume as a medical student. Our curriculum has many laboratory and small group experiences that would be hampered if members of the group choose not to come to class. As a member of the learning community, your absence can impact your fellow students through your lack of participation, and may adversely affect your own success in medical school. Each course may have specific experiences that require your attendance so each course or clerkship will establish their own attendance policy.

No credit will be given for any graded exercise missed without a valid excuse. See the Missed Graded Activities Policy.

1. Clerkship Responsibilities
   During the third and fourth year of medical school, attendance to clinical duties and didactics is mandatory. Unexcused absences will not be tolerated and could require a student to repeat a clinical block or rotation. The students have allotted institutional holidays as stated in the student handbook. Excused absences would be for illness, family emergency or a death in the family. Other absence requests may be discussed with the clerkship director and may be granted at their discretion. The first day of the clerkship is a Graded Activity as it includes Orientation. Please see the Missed Graded Activities Policy for further information.

2. Third Year
   In the third year, a student may have up to five (5) excused absences during a 16 week block without having to make up that time. However, if the clerkship directors of the block feel that the absences have compromised the student’s ability to attain the necessary competencies, they may require make-up days or assignments even if the student has not exceeded the five days allotted. If the student does exceed five days, he/she may have to use vacation time to make up those days or complete an assignment as decided by the block directors. Please see #5 Requests for Absences for Planned Activities below. It remains the prerogative of the clerkship director to set the conditions for making up work that is missed.

   Excessive absences, tardiness or unexcused absences can have a negative impact on the student’s final grade or professionalism evaluations and may necessitate remediation of the block. Each block syllabus will have the contact information for a student when they are absent.

3. Fourth Year
   In the fourth year, a student may have up to three (3) excused absences during a four week experience. This is to allow time for interviews as well as the times that students are ill. If a student exceeds three days, he/she may be required to make up the time or complete an additional assignment at the course director’s discretion. If a student wishes to be excused from a clinical responsibility to attend a professional meeting as a school-related function, he/she must first obtain permission from the Associate Dean for Student Affairs as far in advance of that absence as possible. If permission is granted, the student must then discuss the absence with the course/clerkship director. Occasionally seniors on electives will need a day for an interview that cannot be scheduled at another time. In that case, the student should make the request directly to the Clerkship Director. It remains the prerogative of the clerkship director to grant or to deny the request for absence and to set the conditions for making up work that is missed.

   Excessive absences, tardiness or unexcused absences can have a negative impact on the student’s final grade or professionalism evaluations and may necessitate remediation of the rotation. Each rotation syllabus will have the contact information for a student when they are absent.

4. How to Report an Absence
   In Years 1 and 2, all absences must be reported to the Office of Student Affairs via the official reporting email system. Student must email pflabsence@ttuhsc.edu or click on the Report Absences
link on the homepage of the Office of Student affairs: www.ttuhsc.edu/fostersom/studentaffairs. We will need the following information: name, date and time of missed activity, college master, and reason for absence. Only illness, personal emergency, or previously approved school-sponsored activities will be excused. If the absence is excused, Student Affairs will notify all appropriate faculty and staff within 72 hours of the event of the excused absence. During the third and fourth years, the student must notify the appropriate clerkship director or preceptor directly, who will determine if the absence is excused or unexcused and assign any make-up activities. In any year, if a student is absent more than 2 days, documentation will be required.

5. Requests for Absences for Planned Activities
No student will be excused from an exam or graded activities for any reason unless due to illness or emergency situation or for an approved university event. This would require a letter from a dean to acknowledge university approval.

If a student wishes to be excused from class or clerkship responsibility to present a poster or paper at a professional meeting as a school-related function, he/she must first obtain permission from the Associate Dean for Student Affairs as far in advance of that absence as possible. Students wishing to attend a meeting as a participant rather than as a presenter must discuss with the course or clerkship director. In third and fourth year, that absence would be at the discretion of the clerkship director.

6. Religious Holy Days (See TTUHSC OP 77.12)
   a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the course directors of classes that will be missed and (2) the Associate Dean for Student Affairs. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time and as determined at the sole discretion of the instructor of record and/or the Associate Dean for Student Affairs before or after the absence.
   b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the time frame set by the instructor.
   c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.
   d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

7. Summary of absence policy:
   a. Year 1 and 2 – as directed by individual course directors in their syllabi
   b. Year 3 – up to 5 excused days in a 16 week block
   c. Year 4 – up to 3 excused days in a 4 week block
A. Introduction

Texas Tech University Health Sciences Center (TTUHSC EL PASO) is an Equal Employment Opportunity employer and ensures compliance with federal and state employment laws and regulations. TTUHSC EL PASO provides a fair and equitable student conduct process, utilizing a thorough, neutral, and impartial investigation, from which is generated a prompt resolution.

1. Anti-Discrimination Policy

TTUHSC EL PASO does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is TTUHSC EL PASO policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student’s protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed. Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion.

a. Discriminatory Harassment
   i. Discriminatory harassment is verbal or physical conduct based on a student’s sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim’s education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student’s ability to realize the intended benefits of the University’s resources and opportunities.
   ii. Examples of inappropriate behavior that may constitute discriminatory harassment include, but are not limited to:
      - Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race;
      - Display of explicit or offensive calendars, posters, pictures, drawings, screen savers, e-mails, or cartoons in any format that reflects disparagingly upon a class of persons or a particular person;
      - Derogatory remarks about a person’s national origin, race or other ethnic characteristic;
      - Disparaging or disrespectful comments if such comments are made because of a person’s protected status;
      - Loud or angry outbursts or obscenities in the academic environment directed toward another student, faculty, staff, or visitor; or
      - Disparate treatment without a legitimate business reason.

b. Sexual Harassment
   i. Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with the student’s educational experience.
   ii. Examples of inappropriate behavior that may constitute unlawful sexual harassment include, but are not limited to:
      - Sexual teasing, jokes, remarks, questions;
      - Sexual looks and gestures;
      - Sexual innuendoes or stories;
      - Sexual favoritism;
      - Pressure for dates or sexual favors;
      - Gifts, letters, calls, e-mails, or materials of a sexual nature;
- Sexually explicit visual material (calendars, posters, cards, software, internet materials);
- Communicating in a demeaning manner with sexual overtones;
- Inappropriate comments about dress or physical appearance; or
- Non-consensual video or audio-taping of sexual activity;
- Inappropriate discussion of private sexual behavior;
- Exposing one’s genitals or inducing another to expose their genitals;
- Unwelcome physical contact (touching, patting, stroking, rubbing);
- Non-consensual video or audio-taping of sexual activity;
- Sexual assault; or
- Other gender-based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.

*Note: While not appropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.*

c. Reporting Concerns
Students complaining of discriminatory and sexual harassment should contact the Deputy Title IX Coordinator for Students, Assistant Vice President for Student Services, 5001 El Paso Dr. MEB 2140E El Paso, TX 79905 915-215-4786. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627. The Office of Student Services is available to assist with these processes.

d. Office of Civil Rights Complaints
Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline#: (800) 421-3481, [http://www.ed.gov/ocr](http://www.ed.gov/ocr).

e. Non-retaliation
Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or Hearing. Retaliatory harassments is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

f. Confidentiality
Confidentiality of both Complainant and accused will be honored to such extent as is possible without compromising the University’s commitment to investigate allegations of discrimination and harassment and only in instances where there is no credible threat to the safety of the Complainant, Respondent, or others. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

g. Faculty/Staff and Student Relationships
TTUHSC EL PASO is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student’s educational experience. Consensual relationships, including affectionate liaisons or other intimate or close relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct or indirect teaching, training, research oversight or direction, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about situations involving faculty/staff and student relationships, they can be directed to the student’s Academic Dean or the Assistant Vice President for Student Services.
Response: TTUHSC El Paso in an effort to prevent and eliminate sexual harassment, will direct resources and energy to the following:

1. **Education:** We encourage persons to know their rights. Sexual harassment is a violation of university policy (OP 70.14 found at [http://www.ttuhsc.edu/HSC/OP/](http://www.ttuhsc.edu/HSC/OP/)) and the Code of Student Conduct. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972). All people have a right to an education and work environment that is free of bias, intimidation, or hostility. Educational programs and training sessions on the subject of sexual harassment are available to students, faculty, and staff.

2. **Counseling and Support:** The university provides counseling services that may be used by persons who believe they have been sexually harassed. Students may seek counseling through the Student Assistance Program, while faculty members and other employees may use the Employee Assistance Program.

3. **Sexual Harassment Prevention Training:** All students will receive training at matriculation through the Campus Clarity on-line module. Students are required to sign a statement that verifies completion of this training. Signed completion statements will be recorded in the student's file in the Office of Student Affairs.

i. **Grievance or Complaint Processes –** please refer to Part IV of the TTUHSC El Paso Student Handbook: Student Code for the full process. ([insert url])