6.30 HUMAN RIGHTS COMMITTEE

(1) Membership. Three elected faculty members; three faculty members appointed by the Chancellor; one representative of the classified service and one academic Dean appointed annually; three students; the Director of the Institute of Human Relations, and a designated representative of the Chancellor responsible for Human Rights matters are members ex-officio.

(2) Functions.
(a) To implement the principle of eliminating all violations of human rights, including discrimination based on race, creed, color, religion, sex, age, national origin or based on any other reason. In working toward elimination of discrimination against members of the University Community, the Committee considers alleged violations of human rights and reports its findings to the University Faculty or the Faculty Senate and/or to the University Administration.
(b) The Committee serves as an advisory body to the Administration concerning administrative policies related to human rights of members of the University community and maintains liaison with other university committees on these issues. The Committee shall make appropriate policy recommendations to the University Faculty or the Faculty Senate.
(c) Specifically, the Committee shall assist and advise in the development of policies, programs, and activities designed to assure equal employment and equal educational opportunities for all, but not restricted, functions undertaken to increase the competencies and skills of those who, because of past or present discriminatory practices, require special assistance in becoming members of the University Community.
(d) In the exercise of the Committee's functions, the chairperson may appoint sub-committees, with the concurrence of the Committee, on Human Liberty Grievances consisting of three faculty and two students to be selected from members of the University Community and representative(s) of the parent committee. These sub-committees are to give students, junior faculty members and other members of the University a direct channel which they can use to bring their complaints concerning the infringement of their human rights to the attention of the faculty and the University Administration. In addition, the chairperson may appoint other sub-committees, with the concurrence of the committee, which can include members of the University community other than members of the parent committee; however, all sub-committees shall have a majority of faculty members and not less than one half of such sub-committee members shall be members of the parent committee. Whenever the committee delegates its responsibilities to a sub-committee, this delegation does not abridge the responsibility or authority of the parent committee.

Recommendations

(3) Grievance Procedures.
(a) Complaints within the purview of the committee are received and reviewed by the committee chairperson. Review includes:
1.) Preliminary discussion of the details of the complaint.
2.) Consideration of jurisdictional questions.
3.) Discussion of strengths and weaknesses of the complaint.
4.) Statement of the powers and limitations of the committee.
(b) After explaining the grievance options available to the complainant, the chairperson of the committee may, with the consent of the complainant attempt to mediate the complaint by informal methods or advise the complainant and refer the grievance to a more appropriate grievance mechanism.

(c) After informal discussion and review and after possible efforts to mediate the grievance, the committee chairperson will ask the complainant to prepare a written complaint. At this stage of the grievance procedure the chairperson may, with the consent of the complainant, provide an advocate or information regarding advocacy persons or agencies available to the complainant to aid in preparing the complaint and presenting complainant's case to the committee.

(d) The written complaint shall include:
   1.) Name(s) of complainant(s)
   2.) Address or method of contact
   3.) Name(s) and position(s) of person(s) complained against
   4.) Briefly, the nature of the complaint
   5.) The standards (human rights area(s)) the complainant feels appropriate to use in evaluating the complaint
   6.) The nature of the evidence available

(e) Copies of the written complaint are circulated to all members of the committee, which must decide whether to accept the complaint for full hearing.

(f) If the committee decides to consider the complaint, the matter is to be referred to a Human Rights Grievance Sub-Committee, appointed by the committee chairperson.

(g) The Sub-Committee(s) will:
   1.) Provide a copy of the written complaint to all parties named in complaint.
   2.) Provide opportunity for parties named in the written complaint to respond to the allegations in writing within 10 days upon their receipt of the original complaint.
   3.) Notify all parties named in the complaint of the time and place of the Sub-Committee hearing, such hearing to take place not less than 10 days and not more than 20 days after the deadline for submission of the written responses to the complaint.
   4.) Provide a copy of the procedures to be used in the Sub-Committee hearing to the parties named in the complaint.

(h) Procedures under which the Sub-Committee will conduct a fair hearing are as follows:
   1.) All parties involved in the complaint shall have the right to present testimony or evidence in his behalf, the right to confront and cross examine witnesses, and to be represented or assisted by any person or advocate agency of his choice.
   2.) The testimony to be given at the Sub-Committee hearing may, at the option of the committee chairperson and with the approval of the committee, be required to be given under oath.
   3.) A tape recording of each hearing shall be made, and certified transcripts will be provided upon request.
   4.) In hearings dealing with personnel matters, the hearings will be closed at the option of the Sub-Committee.
   5.) Any decision by the Sub-Committee which confirms the allegations made by the complainant shall be based on a clear preponderance of the evidence.
   6.) The Sub-Committee shall report in writing to the full Human Rights Committee its findings and recommendations.
(i) Legal Counsel. At the request of the committee the university shall provide it with legal counsel.

(j) The full Human Rights Committee must vote on all recommendations and approve the mode of implementation suggested by the Grievance Subcommittee. The decision and recommendations of the committee shall be in writing and a copy provided to all parties involved in the complaint. The decision and recommendations will also be forwarded to the appropriate units of the University.

HUMAN RIGHTS COMMITTEE

Karen Aasen
Bradley Block, Student
William Dombrowski
Robert Doolittle
Leila Fraser
Robin Hagopian, Student
Todd Honeyager, Student
Ruth McGaffey, Chairperson
Ruth Miloński
Adolph A. Suppan
Walter B. Weare
Richard Wisniewski