



**POLICY STATEMENT 30  
POLICY ON SEXUAL HARASSMENT**

**POLICY DIGEST**

**Primary Monitoring Unit: Title IX Coordinator**  
**Initially Issued: May 14, 1998**  
**Last Revised: June 11, 2023 (Title of PM 73 and Section Numbers Updated)**

**I. PURPOSE**

To comply with Section 703 of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Executive Order No. BJ 2014-14, the Louisiana Board of Regents, Louisiana State University Permanent Memorandum 73 ([PM-73](#)) Prohibiting Power-based Violence, including Sex- and Gender-based Harassment and Discrimination, and Sexual Misconduct (updated January 19, 2022), and the Permanent Memorandum ([PM-55](#)) Equal Opportunity Policy (updated July 10, 2006). Sexual harassment is a violation of Title IX of the Education Amendment of 1972, which prohibits discrimination based on sex in educational institutions receiving federal financial assistance.

In order for productive learning and the support thereof, members of the LSU Eunice campus community, i.e. faculty, students, administrators, and staff, should pursue their responsibilities guided by a strong commitment to principles of mutual trust and confidence and professional codes of conduct. Sexual Misconduct violates an individual’s fundamental rights and personal dignity and will not be tolerated. LSU Eunice prohibits and is committed to an environment free of discrimination based on sex and Sexual Misconduct. This policy affirms these principles and provides recourse for individuals whose rights have been violated.

See LSU Permanent Memoranda [PM-55](#) (Equal Opportunity Policy), and [PM-73](#) (Prohibiting Power-based Violence, including Sex- and Gender-based Harassment and Discrimination, and Sexual Misconduct) for further information.

**II. DEFINITIONS**

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship.

- A. "Quid pro quo" sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a University activity.
- B. "Hostile environment" sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it

41 refers to repeated behavior which is unwelcome and personally offensive.

42 C. "Sexual assault" consists of unwelcome physical contact of a sexual nature. It includes  
43 kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.

44 D. A "responsible party" is defined in [PM-73](#) as any employee who has the authority to take  
45 action to redress sexual violence or who has been given the duty of reporting incidents of  
46 sexual violence or any other misconduct by employees or students to the Title IX  
47 Coordinator or designee; or whom an employee or student could reasonably believe has  
48 the authority or duty; or any student employees.

49 Further definitions associated with sexual harassment are contained in [PM-73](#).

50 Sexual harassment can occur between members of the same sex as well as members of the  
51 opposite sex. It can occur between peers as well as between people who are in a superi-  
52 or/subordinate relationship. It can occur between any members of the LSU Eunice campus  
53 community, including faculty, staff, and students. An incident of sexual harassment can also  
54 occur between a member of the LSU Eunice community and a visitor, patron, client, or  
55 contractor working for LSU Eunice.

### 56 **III. GENERAL POLICY**

57 It is the policy of LSU Eunice that all members of the campus community should be able to enjoy a  
58 work and/or educational environment free from sexual harassment. Such conduct as described  
59 above – whether committed by supervisors, non-supervisors, faculty, staff personnel, students,  
60 visitors, contracted personnel, or others – is prohibited. All members of the university must be  
61 aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against  
62 it.

63 Supervisors shall take a proactive role in preventing sexual harassment. They must understand  
64 LSU Eunice policy and procedure on sexual harassment and enforce acceptable behavior among  
65 faculty, staff, and students; observe and be aware of potential sexual harassment behaviors in and  
66 out of the classroom; model appropriate behavior; and alert the Title IX Coordinator and AA/EEO  
67 Officer or designee should an incident occur.

68 The Title IX/AA/EEO Officer or designee shall promote awareness and sensitivity of sexual  
69 harassment issues across the campus. Should an incident occur, the Title IX Coordinator and  
70 AA/EEO Officer or designee shall take the appropriate steps outlined in the procedure section to  
71 resolve the incident in an expeditious and impartial manner.

### 72 **IV. PROCEDURE**

#### 73 Initial Action(s) by Harassed Party:

74 An individual who feels harassed shall immediately tell the harasser (through face-to-face contact,  
75 in writing, or through a third party) to stop what the individual feels is offensive behavior. The  
76 individual who feels harassed should also keep records of the incidents.

77 An individual who wishes to make a complaint may use either formal or informal procedures.  
78 Complaints must be filed with the Title IX Coordinator and AA/EEO Officer or designee. A person  
79 may make a complaint to any member of campus considered to be a "responsible employee".

80 Any complaints made about a member of the university community who uses verbal/physical  
81 abuse directed toward an individual or a group based on their sex or who creates a sexually  
82 intimidating, hostile working/learning environment shall be addressed immediately. The person  
83 shall be told that such behavior is not acceptable and not tolerated at the university.

#### 84 Reporting Misconduct

##### 85 Informal Procedure:

86 A. Within 180 days the complainant shall contact someone whom he/she/they trusts, e.g., a  
87 counselor, advisor, faculty member, administrator, or campus security.

88 B. Under all circumstances, this university member must notify the Title IX Coordinator and  
89 AA/EEO Officer or designee on campus. If the Title IX Coordinator and AA/EEO Officer  
90 is charged with sexual harassment, the complaint shall be filed with the Office of Human  
91 Resources.

92 C. The Title IX Coordinator and AA/EEO Officer or designee shall refer to [PM-55](#) and/or  
93 [PM-73](#) to investigate the allegations and attempt to resolve the complaint using informal  
94 discussion and negotiation. It is important that all communications be kept confidential.

95 Note: If during the informal investigation, it is determined that the violations committed were  
96 intentional and/or part of a behavioral pattern, more formal procedures may be initiated at any time  
97 by the Title IX Coordinator and AA/EEO Officer or designee.

##### 98 Formal Procedure

99 For a formal complaint, the following procedure shall be taken (See [PM-73](#) for formal complaint  
100 process).

101 A. A sexual harassment complaint, in compliance with federal regulations, shall be filed no  
102 later than 180 days after the incident occurs.

103 B. The complaint shall include complainant's name and the name of the accused, a  
104 description of the alleged incident(s), location, date, and times, names of witness(es), if  
105 available, and the desired resolution by the complainant. The formal complaint must  
106 have an electronic or handwritten signature (or other designation that the Complainant is  
107 the individual choosing to file a Formal Complaint).

108 C. The complaint shall be filed with one of the following:

109 1. LSU Eunice Title IX Coordinator or Deputy Coordinator

110 2. Dean of Students

111 3. A "responsible employee" of the University

112 4. Campus police department

113 5. Local law enforcement.

114 6. Office of Human Resource Management

115 7. Confidential Advisors (on campus support services)

116 D. Upon notice of a possible complaint, the Title IX Campus Coordinator will provide the  
117 Complainant information on reporting options, pursuing criminal charges, health care,  
118 counseling, and supportive measures available.

119 Anyone, other than the Title IX Coordinator and AA/EEO Officer, receiving a formal  
120 complaint alleging sexual harassment must report the complaint to the Title IX  
121 Coordinator and AA/EEO Officer or designee immediately or within 24 hours. The Title  
122 IX Coordinator and AA/EEO Officer or designee shall refer to [PM-55](#) and/or [PM-73](#) to  
123 initiate Title IX procedures detailed in PM-73. The Complainant shall have the discretion  
124 and right to decide whether or when to file a Formal Complaint, as the individual's  
125 discretion. The Respondent shall have the right to be presumed not responsible of all  
126 allegations until found responsible for the alleged conduct by a hearing panel under this  
127 policy.

128 E. The Title IX Coordinator and AA/EEO Officer or Deputy Coordinator shall inform the  
129 Respondent when an investigation commences through written notice. Refer to PM-73  
130 for Notice and Investigation, Formal Resolution/Panel Hearing, and Determinations and  
131 Sanctions procedures.

132 It is strongly suggested that individuals who have been accused of sexual harassment  
133 contact any of the following persons for assistance and advice:

134 1. Deans

135 2. Supervisor

136 3. Appropriate Vice Chancellor

137 4. Title IX Coordinator and AA/EEO or Deputy Coordinator

138 5. Legal counsel

139 6. Campus police department

140 7. Office of Human Resources Management

141 F. During the entire process, confidentiality must be maintained. Thus, dissemination of  
142 information relating to the case shall be limited in order that the privacy of all individuals  
143 involved is protected as fully as possible.

144 G. The complainant and any witnesses shall be protected from any intimidation or  
145 retaliatory action by those named in the complaint.

## 146 **V. APPEALS PROCEDURE**

147 Any party may appeal a Hearing Panel determination. Notice of Appeal must be in writing and  
148 shall be forwarded to the Title IX Campus Coordinator within 10 business days of email  
149 notification of the Hearing Panel decision. The Notice of Appeal shall contain the following  
150 information:

- 151 A. Name of the Complainant and Respondent,  
152 B. Identify the ground(s) for appeal, and  
153 C. If the appeal is based upon discovery of new information, a description/documentation of  
154 the new information and reason it was not discoverable prior to the Hearing Panel  
155 hearing.

156 Upon receipt of the Notice of Appeal, the Title IX Coordinator, within two business days of  
157 receipt of the Notice of Appeal, shall:

- 158 A. Confirm receipt of the Notice of Appeal to the appealing party,  
159 B. Notify any other party of the appeal, and  
160 C. Contact the LSU Title IX Coordinator (if appeal went to a campus coordinator)

161 The LSU Title IX Coordinator, or designee, and the LSU Eunice Title IX Campus Coordinator  
162 shall, within 10 business days of notice, review the Notice of Appeal. If the required elements for  
163 the appeal exist, the LSU Title IX Coordinator shall:

- 164 A. Appoint reviewer(s) (no more than three),  
165 B. Notify the parties of the identity of reviewer(s), and  
166 C. Provide the parties five business days to challenge the reviewer(s) for conflict of interest  
167 or bias.

168 The Title IX Campus Coordinator shall forward the appellate record to the reviewer. The record  
169 shall include, but is not limited to:

- 170 A. All evidence introduced at the hearing,  
171 B. Any pre-hearing determinations from the Hearing Panel Chair,  
172 C. The written findings of the Hearing Panel, and  
173 D. The recording of transcript of the formal hearing

174 Within 10 business days of receipt of the appellate record, the reviewer(s) shall render a written  
175 decision including finding and rationale and forward to the LSU Title IX Coordinator. The LSU  
176 Title IX Coordinator shall notify the LSU Eunice Title IX Campus Coordinator who shall then  
177 notify the parties and Advisors within two business days of receipt of the decision.

178 Appeal decisions are final. In the event of remand for rehearing, the subsequent Hearing Panel  
179 outcome may be appealed in accordance with the provisions herein. Any appeal right exercised  
180 under this policy shall complete the process.