



Equal Opportunity and Equity **GUIDELINES**

NC STATE
UNIVERSITY

Office for Institutional Equity and Diversity

To achieve its educational mission, the Equal Opportunity and Equity unit (EOE) of the Office for Institutional Equity and Diversity (OIED) works to ensure an environment of mutual respect, free from intolerance and offers equal opportunity for all. Every member of the university community shares the responsibility of addressing incidents of discrimination, bigotry, harassment, exclusion, abusive language or mistreatment of individuals or groups. All members of the NC State community must work collectively to prevent discrimination by proactively implementing initiatives, training, and policies to eliminate inequities and to resolve issues that may occur. EOE is a resource for you if you have questions or concerns related to equal opportunity. Collaborating with partners and informing the campus of federal, state and local laws and university policies, EOE works to keep NC State fully compliant.

Office for Institutional Equity & Diversity

Office for Institutional Equity and Diversity
Campus Box 7530, 231 Winslow Hall
Raleigh, NC 27695
919.513.0574
diversity.ncsu.edu

Quick Contacts

[ADA Coordinator](#)

919.513.0574

[Title IX Coordinator](#)

919.513.0574

[Bias Impact Response Team \(BIRT\)](#)

919.515.3148

[CARES](#)

919.515.4405

[Counseling Center](#)

919.515.2423

[Disability Resource Office](#)

919.515.7653

[Office of Student Conduct](#)

919.515.2963

[FASAP \(Faculty and Staff Assistance Program\)](#)

866.467.0467

[Human Resources - Employee Relations](#)

919.515.6575

[Military and Veteran Services](#)

919.515.5041

[Sexual Assault Helpline](#)

(24 hour Relationship & Sexual Violence Phone Line)
919.515.4444

[Violence Prevention and Threat Management](#)

919.513.4224

University Police

9-1-1 Emergencies
919.515.3000 Non-emergencies

Assistance with
criminal complaints



Equal Opportunity and Equity

Guidelines



MEMORANDUM

TO: All University Faculty, Staff and Students

FROM: W. Randolph Woodson
Chancellor

SUBJECT: Equal Opportunity and Non-Discrimination

DATE: March 1, 2018

North Carolina State University strives to create a campus culture that values diversity and respects the inherent worth of each member of our community. It is essential that NC State demonstrate its strong position against discrimination, harassment, and retaliation. [NC State's Equal Opportunity and Non-Discrimination Policy \(POL 04.25.05\)](#) provides that discrimination and harassment based on age (40 and over), color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation or veteran status will not be tolerated. In addition, retaliation against any faculty, staff or student for exercising rights under the policy is prohibited.

As Chancellor, I commit NC State to fulfilling its duties to prevent and address discriminatory actions, not only out of legal obligation, but out of a greater sense of responsibility to the campus. Every employee and student in the university community should endeavor to create an environment free of discrimination, harassment, and retaliation. Anyone who has concerns about possible discrimination, harassment or retaliation should contact a supervisor or manager, the Office for Institutional Equity and Diversity, the Office of Student Conduct, the Human Resources Division or the Office of General Counsel. NC State promptly investigates and addresses complaints of discrimination, harassment and retaliation. When a violation of the policy is substantiated, appropriate corrective action — including possible disciplinary action — will be taken.

In addition to reminding all students, faculty, and staff that NC State will not tolerate discrimination, harassment, or retaliation within our community, I fully support NC State's efforts to prevent discrimination, harassment, and retaliation. Incoming students and new employees are informed of their equal opportunity rights during orientation programs, and all other employees are required to complete an approved training program on discrimination and harassment prevention and response every three (3) years. For more information on this training, please refer to [NC State REG 04.25.06 \(Equal Opportunity, Title IX and Non-Discrimination Training for Employees\)](#). Copies of all equal opportunity-related policies are located on NC State's policy, regulations and rules (PRR) [website](https://policies.ncsu.edu/) (<https://policies.ncsu.edu/>).

For more information specific to NC State's efforts to prevent and address sex discrimination, sexual harassment, and sexual violence, please see my related memorandum on Title IX and Notice of Non-Discrimination and visit NC State's [Title IX website](https://oied.ncsu.edu/titleix/) (<https://oied.ncsu.edu/titleix/>).

NC State's [Office for Institutional Equity and Diversity](https://oied.ncsu.edu/home/) (<https://oied.ncsu.edu/home/>) is a resource on campus dedicated to addressing equal opportunity-related questions or concerns and is authorized to investigate these complaints on behalf of the university.

Thank you for your attention to this important matter and for everything you do to make NC State an exceptional place to "Think and Do."



Welcome

With over 36,000 students and nearly 9,000 faculty and staff, North Carolina State University is a comprehensive institution globally recognized for its leadership in education and research.

NC State is committed to diversity and excellence in its faculty, staff, students, and program offerings. Accordingly, NC State seeks to foster an environment conducive to teaching and learning, facilitates integrity and social justice, and promotes intellectual growth and development. As an institution of higher education in an increasingly diverse and pluralistic society, the university has the responsibility for enhancing openness to a range of ideas and human possibilities.

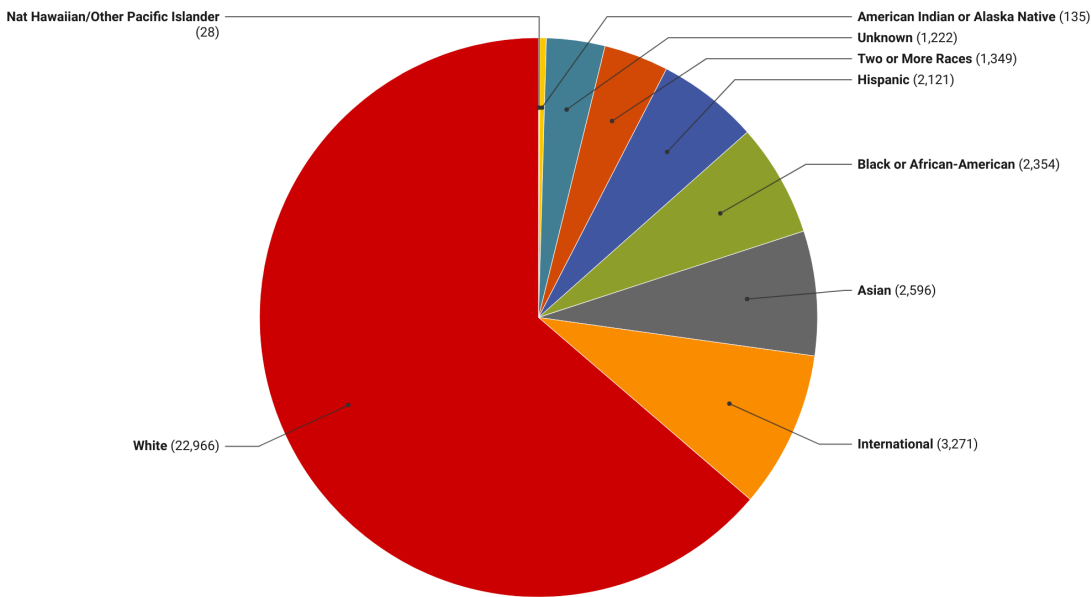
To achieve its educational mission, we work to ensure an environment of mutual respect, one that is free from intolerance and one that offers equal opportunity for all. Every member of the university community shares the responsibility of addressing incidents of discrimination, bigotry, harassment, exclusion, abusive language or mistreatment of individuals or groups.

Every member of the campus community has the responsibility to work collectively to ensure non-discrimination and to enhance diversity among the faculty, staff, and students. The information contained in these "Guidelines" is intended to assist you in helping to make NC State a great place to work and to learn.

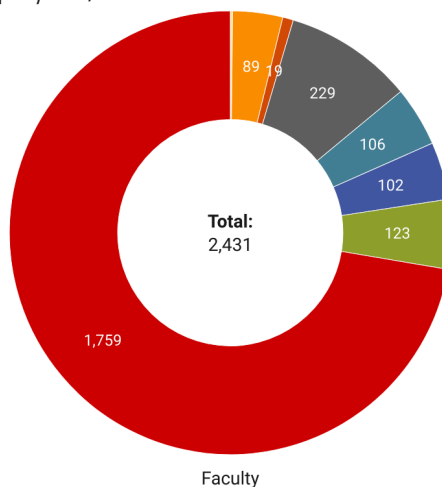
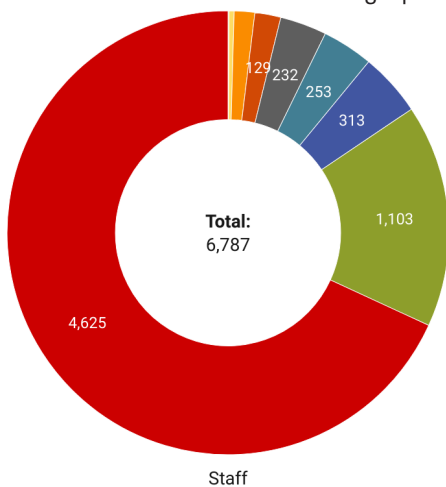
What is Equity and Diversity and Why Does it Matter at NC State?

NC State University is a land grant institution. The mission of land grant institutions is to serve the people of North Carolina and promote the economic, social, and political welfare of the State. This requires the community at NC State to be open and inclusive to meet the needs of North Carolina’s citizens.

Racial/Ethnic Distribution of Total NC State Enrollment, Fall 2020



Demographics of NC State Employees, Fall 2020



■ Nat Hawaiian/Other Pacific Islander
 ■ American Indian or Alaska Native
 ■ International
 ■ Two or More Races -
 ■ Asian
 ■ Unknown
 ■ Hispanic
 ■ Black or African American
 ■ White



Who Benefits From Equity and Diversity?

We all do! Studies show that people engaged in developing cultural competence experience:

- Increased cognitive complexity (Antonio, et al., 2004) and increased cognitive benefits (Bowman 2010)
- Better problem-solving (Chang, 2002), increased innovation (DeSimone and Farrell, 2014), and
- Enhanced perspective taking and improved decision making (Gurin, Dey, Hurtado, & Gurin, 2002)



Laws and Protected Statuses

There are federal and state laws as well as university policies, that promote equal opportunity. A protected status is a group of people who share common characteristics or factors that cannot be targeted for harassment or discrimination. Everyone belongs to one or more protected status.

Protected Statuses

Protected statuses, also referred to as protected classes, are the groups to which people can belong that have been afforded protections from discrimination and harassment under federal or state law, or university policy. The protected statuses are:

- race
- color
- religion (including belief and non-belief)
- sex, including but not limited to
 - (i) pregnancy, childbirth, or related medical condition,
 - (ii) parenting; and
 - (iii) sexual harassment;
- sexual orientation;
- actual or perceived gender identity;
- age;
- national origin;
- disability;
- veteran status; or
- genetic information



The Laws That Govern Protections

Title VII of the Civil Rights Act of 1964

Protects people from discrimination and harassment on the basis of one's race, color, religion, national origin, or sex. Recent interpretations of this law now specifically include adverse treatment based on sexual orientation as a form of sex discrimination or harassment. Discrimination and/or harassment based sexual orientation and/or gender identity are considered forms of sex discrimination.

Age Discrimination in Employment Act of 1967

Protects people age 40 and over from discrimination and harassment on the basis of age.

Title IX of the Education Amendments of 1972

Protects people from discrimination and harassment on the basis of one's sex. This law promotes gender equity at institutions that receive federal funds.

Vietnam-Era Veterans Readjustment Assistance Act of 1974

Protects United States military veterans from discrimination and harassment in employment on the basis of their military service.

Pregnancy Discrimination Act of 1978

Protects people from sex discrimination on the basis of pregnancy, childbirth, or related medical conditions.

Americans with Disabilities Act of 1990

Protects people from discrimination and harassment on the basis of a mental or physical handicapping condition, or the perception thereof.

Genetic Information Non-Discrimination Act of 2008

Protects people from discrimination and harassment on the basis of one's protected genetic (health-related) information.



Discrimination, Harassment and Retaliation

The Office for Institutional Equity and Diversity coordinates the university's efforts to implement the policies and procedures prohibiting Discrimination, Harassment, and Retaliation of the Protected Statuses. The policies and procedures listed below outline the expectations of all NC State community members to ensure an inclusive, ethical, and respectful institution.

[Equal Opportunity, Non-Discrimination and Affirmative Action Policy](#)

[Discrimination, Harassment and Retaliation Complaint Procedure](#)

[Title IX Sexual Harassment Policy](#)

[Title IX Sexual Harassment Resolution Procedure](#)



Harassment is unwelcome conduct based on a person's Protected Status that creates a situation where: enduring the offensive conduct becomes a condition of employment or of participation in a University program or activity; or the conduct is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

All relevant circumstances are examined as part of this determination, including but not limited to, whether the conduct is verbal, physical, or electronic; the frequency of the conduct; the severity of the conduct; the Protected Status and relationship of the individuals involved; whether the conduct was physically or psychologically threatening or humiliating; whether the conduct unreasonably interfered with work performance (for employees) or academic performance (for students). When sufficiently severe, a single instance of unwelcome conduct may constitute Harassment under this policy.

At NC State University, discrimination is unfavorable treatment of a person because of a person's Protected Status which denies, limits, or adversely impacts a term or condition of a person's employment, education, or participation in University programs or activities. Discrimination includes the denial of a request for a reasonable accommodation based upon disability or religion.

Retaliation is any adverse action (including but not limited to intimidation, threats, or coercion relating to an adverse action) against a person because that person engaged in a Protected Activity.

Resolving discrimination or harassment reports or complaints

Members of the university community have both rights and responsibilities related to resolving harassment complaints. Make sure you understand these clearly and seek assistance if you need clarification.

All members of the Wolfpack are responsible for their conduct and behavior. Should you experience discriminatory or harassing conduct by a student or employee of NC State University, there are processes in place in which such concerns can be reported and resolved.

What You Should Do

- Say "No": If you feel safe doing so, inform the other party that the behavior is offensive and unacceptable. Ignoring the behavior will often be taken as tacit consent. Say no. Make it clear. But remember that it's usually not necessary to blast the other party. Talk about how you might interact more effectively and what changes are desired.
- Document: Keep a record of dates, places, times, and witnesses of harassing behavior.
- Be Informed: Read the [Equal Opportunity, Non-Discrimination and Affirmative Action Policy](#).
- Seek Help: Seek advice and be informed about the options for resolving concerns.
- File a Report: You may submit a report online by using the [online reporting form](#), emailing equalopportunity@ncsu.edu, calling at 919.513.0574, or visiting Winslow Hall, Room 231.

Special note to SHRA Employees: You must follow the SHRA Grievance Process if you wish to retain your appeal rights through the Office of State Human Resources. Be sure to discuss your concerns with someone in University Human Resources - Employee Relations at 919.515.6575.

Can You Recognize Discrimination and Harassment?

Sometimes discrimination and harassment can become so severe that it is easily recognized. However, there are times when people do not recognize that they are being treated unfairly or that they are treating others in a manner that is offensive. Read the scenarios below. Can you recognize discrimination and harassment?

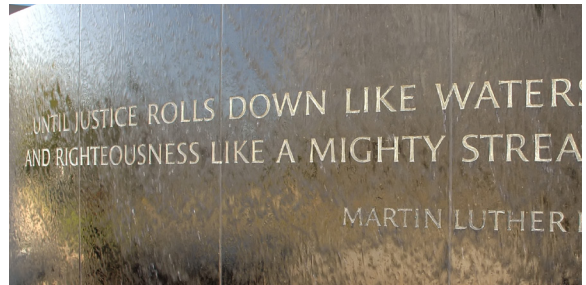
Is this harassment or discrimination?

“I always knew you people couldn’t do this kind of work.” The words seemed to hang in the air. Were they serious? “Everyone knows that Mexicans are good for two things, and two things only.” They scowled as they deleted everything I had just typed into the spreadsheet. I didn’t know what to say. Tears filled my eyes. I couldn’t let them see me cry. I got up and walked to the door. All I could muster was a feeble protest, “I’m from Bolivia.” Never turning to see if they had even reacted, I shut the door behind me.”

In this example, the person from Bolivia is being treated negatively because of the other person’s assumption about national origin. This certainly seems to be creating an unwelcomed environment and determining whether any additional actions are taken (e.g., exclusion from other work assignments, taunting or name calling, etc) would help clarify whether this is enough to substantiate a claim of harassment or discrimination. At minimum, it is disrespectful behavior that is not appropriate for the NC State community.

“It will just be dinner, I could explain to you all the ways in which I could help you with your career.” The professor told the student that the best way to advance their career in the sciences would be with the professor’s help. The professor went on to explain the various ways in which the professor had helped other students before, but when the student refused the professor’s dinner offer, the professor began treating the student poorly. The student had previously been a star pupil but after turning down the invitation began receiving low marks on assignments.

This is an example of quid pro quo sexual harassment. In addition, this may be a violation of NC State Policy on Interpersonal Relationships among Faculty, Staff and Students.



“I don’t know why the administrative assistant is always talking about their religion,” said one coworker to the other. “Especially since the Business Officer is Muslim.” The two co-workers watched as the administrative assistant talked adamantly about their Christian-based beliefs to the Business Officer. “Look how uncomfortable they are.” The co-workers observed as the Business Officer’s body language and facial expressions tightened. “Why does the administrative assistant keep getting louder?” It was obvious to them that the assistant could see the business officer’s discomfort, and so the assistant was becoming more passionate about their religious views as the conversation continued.

The Business Officer may feel that they are in a hostile environment because of the assistant’s persistence on spreading their religious beliefs. If the administrative assistant continues this behavior, they could be setting themselves up for a claim of workplace harassment based on religion.

In each of these situations there are obviously different points of view and different beliefs and/or values being shown. The world around us, including NC State is filled with differences. Differences are not divisive, but disrespect is. When we assume that our ideas and our beliefs supersede those of another, our behavior reflects that assumption. Typically, the most common cause of disagreements, disputes, and even violence against one another stems from disrespectful words and actions towards someone else. Be fair, be inclusive, be thoughtful. It is possible to respectfully disagree with someone. It is possible to misunderstand what someone’s intentions are. Have the difficult conversations and truly get to know the people with whom you live, work, and learn.



Title IX

Title IX of the Education Amendments of 1972 is a law designed to promote equity in education with regard to sex. Title IX prohibits discrimination based on sex in all federally funded educational programs and activities, which includes (but is not limited to) recruitment, student admissions, financial assistance, housing, access to academic offerings, and athletics. Title IX includes protections for pregnant and parenting students and employees, gay, lesbian, and bisexual students and employees, gender non-conforming students and employees, and survivors of sexual violence, relationship violence and stalking.

OIED coordinates the university's efforts to implement the policies and procedures prohibiting Title IX Sexual Harassment. The policies and procedures listed below outline the expectations of all NC State community members to ensure an inclusive, ethical, and respectful institution.

[Title IX Sexual Harassment Policy](#)

[Title IX Sexual Harassment Resolution Procedure](#)



Institutions have several obligations under Title IX. Institutions must:

- Provide assurances that all educational programs and activities are in compliance with Title IX,
- Designate an employee, the Title IX Coordinator, to oversee compliance efforts,
- Establish procedures to resolve student and employee Title IX complaints, and
- Provide notification to students and employees that sex discrimination is prohibited within the university's programs and activities.

At NC State, we are committed to ensuring that every member of our community learns and works in an environment free of sex discrimination and sexual harassment. Consistent with Title IX of the Education Amendments of 1972, NC State does not discriminate against students, employees or members of the community on the basis of sex in any of its programs or activities. Sexual harassment is a kind of sex discrimination and is prohibited by Title IX and by NC State. The Office for Institutional Equity and Diversity implements and monitors NC State's Title IX compliance procedures. The vice provost for institutional equity and diversity is the Title IX coordinator and works in partnership with several deputy Title IX coordinators.

NC State strives to ensure that students, faculty, staff and visitors are safe and not subject to further harassment or retaliation. Should you experience or witness discrimination on the basis of sex, you have the option to file a complaint with [OIED](#) and/or [NC State Police](#).

For more information:

Title IX Coordinator
Office for Institutional Equity & Diversity
Phone: 919.513.0574
diversity.ncsu.edu/titleix



ADA

The Americans with Disabilities Act (ADA) is a law designed to reduce or eliminate additional barriers and challenges experienced by individuals due to disabilities. One way in which the ADA reduces barriers is by requiring institutions to provide reasonable accommodations for individuals who are eligible under the law.

The OIED and the Disability Resource Office coordinate the university's efforts of implementing policies and procedures relating to the ADA. The policies and procedures listed below outline the expectations of all NC State community members to ensure an inclusive, ethical, and respectful institution.

[Equal Opportunity, Non-Discrimination and Affirmative Action Policy](#)

[Academic Accommodations for Students with Disabilities](#)

[Service Animals for Persons with Disabilities](#)

[Reasonable Accommodations in Employment](#)



An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major bodily functions include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

A reasonable accommodation may be requested by a student, employee, or community member participating in a university program or event. A reasonable accommodation is any change in the working or learning environment or the way things are done that enables a person with a disability to enjoy equal opportunity. Reasonable accommodations must be provided to qualified individuals unless the reasonable accommodations pose an undue hardship to the university.

To be a qualified individual with a disability means that one satisfies the requisite skill, experience, education, and other job- or academic-related requirements of the program/position, and that the individual can fulfill the essential functions of the program/position with or without a reasonable accommodation.

For inquiries about accommodations:

Faculty/Staff

Equal Opportunity and Equity

919.513.0574

go.ncsu.edu/ada-request

Students

Disability Resource Office

919.515.7653

dro.dasa.ncsu.edu

Guests and Visitors

Equal Opportunity and Equity

919.513.0574

accessibility.ncsu.edu



Interpersonal Relationships

NC State has high standards of professional and ethical conduct, specifically with respect to interpersonal relationships. The university's NC State Policy on Interpersonal Relationships among Faculty, Staff and Students provides assurance that all students and employees are able to learn and work in an environment where they can be objectively supervised, instructed, or evaluated.

[Policy on Interpersonal Relationships among Faculty, Staff and Students](#)



At NC State, building personal relationships, in addition to existing professional relationships, is encouraged within our community. Getting to know others and gaining friendships are key components to a welcoming and respectful environment. In building professional relationships, it is natural to become closer to some individuals over others. In an effort to ensure objectivity and equal opportunity, NC State outlines certain relationships that are prohibited in a supervisor/supervisee capacity as well as relationships between employees and students.

NC State employees should not have any professional authority over employees or students with whom they are engaged in amorous or familial relationships. It is more difficult to objectively supervise one's brother, or one's girlfriend.

NC State Policy 04.20.06 states that a University employee shall not have or share educational responsibility for any student enrolled at NC State with whom the employee has an amorous or familial relationship. It further states that a University employee shall not engage in sexual activity with any student enrolled at NC State (other than his or her spouse) who is a minor under the age of 18.

The policy also states that a University employee shall not have or share authority for employment decisions for an employee with whom the individual has an amorous or familial relationship. It is also against University policy for an employee to require or request a subordinate student or employee to perform a task or duty that is unrelated to the student's academic program or to the employee's job responsibilities and that would be of personal benefit to the University employee.

Any individual who finds her/himself in a situation that may fall under the Policy on Interpersonal Relationships among Faculty, Staff and Students should contact the Office for Institutional Equity and Diversity. In many circumstances, alterations can be made to the supervisory hierarchy so that the reality, and the semblance, of objectivity is protected.

For more information:

Office for Institutional Equity and Diversity
919.513.0574



Resources

University Police

9-1-1 Emergencies
919.515.3000 Non-emergencies

Assistance with
criminal complaints





Whom You Should Contact for Assistance

You are encouraged, and you should feel free, to seek assistance, information, and guidance within NC State from any of these resources:

Your Supervisor

Employees with a concern in the workplace

Your Advisor

Students with a concern about any other person, university policy, or procedure

Office for Institutional Equity & Diversity

919.513.0574

Any person with an equal opportunity-related concern about any other person

Human Resources - Employee Relations

919.515.6575

Employees with a workplace-related concern about any other employee

Office of Student Conduct

919.515.2963

Any person with a concern about a student

Violence Prevention and Threat Management

919.513.4224

Any person with a concern about an employee or student

University Police

911 for Emergencies

919.515.3000 for Non-emergencies

Any person who wishes to file a criminal complaint about another person

NC STATE UNIVERSITY

OIED provides education, compliance, and outreach programming to the NC State community with a commitment to engaging the campus in best practices that advance cultural competency among students, faculty, and staff.

Become Involved

Check out this website for a list of committees, advisory groups, and other great involvement opportunities.

diversity.ncsu.edu

Stay Informed

Weekly news and information related to equal opportunity and diversity delivered to your inbox.

go.ncsu.edu/digest

Get Educated

These sites will provide you information about upcoming workshops, programs, and certification series on a wide variety of equal opportunity-related and diversity-related topics.

diversity.ncsu.edu/education-and-engagement

Office for Institutional Equity & Diversity

Campus Box 7530, 231 Winslow Hall,
Raleigh, NC 27695

Phone: 919.515.3148

Website: diversity.ncsu.edu

OIED brings Equal Opportunity and Equity, Inclusive Excellence and Strategic Practice, African American Cultural Center, Multicultural Student Affairs, GLBT Center, and Women's Center. Together, we aim to foster an inclusive, accessible and diverse intellectual and cultural campus experience.

African American Cultural Center

355 Witherspoon Student Center
919.515.5210

GLBT Center

5230 Talley Student Union
919.513.9742

Inclusive Excellence and Strategic Practice

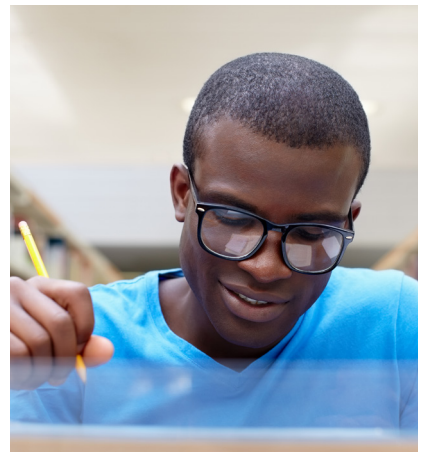
231 Winslow Hall
919.515.3148

Multicultural Student Affairs (MSA)

4261 Talley Student Union
919.515.3835

Women's Center

5210 Talley Student Union
919.515.2012





SAFE at STATE

At NC State, we take the health and safety of students, faculty and staff seriously. The Office for Institutional Equity and Diversity supports the university community by providing services and resources to support and guide individuals in obtaining the help they need.

We are committed to eliminating discrimination and harassment, including sexual harassment, sexual violence and interpersonal violence. We comply fully with federal and state laws, UNC System and campus policies that prohibit such acts within our campus community. If you are affected, you can find resources and/or file a report on the [SAFE at STATE](#) website. Resources include medical and counseling services, academic and housing support, referrals to legal and confidential advocacy organizations.

[Complainant Resources](#)

If you've experienced harm or know someone who has, there are resources available for support.

[Respondent Resources](#)

If you have been accused of misconduct, you may want to speak with someone who can act as your support person.

NC STATE UNIVERSITY

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[Interpersonal Relationships among Faculty, Staff and Students](#)
[Equal Opportunity, Non-Discrimination and Affirmative Action Policy](#)
[Discrimination, Harassment and Retaliation Complaint Procedure](#)
[Title IX Sexual Harassment Policy](#)
[Title IX Sexual Harassment Resolution Procedure](#)
[Academic Accommodations for Students with Disabilities](#)
[Service Animals for Persons with Disabilities](#)
[Reasonable Accommodations in Employment](#)

About Us

The Office for Institutional Equity and Diversity (OIED) is committed to fostering an inclusive, accessible, and diverse intellectual and cultural campus experience related to the mission of North Carolina State University (NC State). The OIED facilitates efforts to ensure equity and opportunity, increases awareness of diversity issues through education, and strengthens relationships across diverse groups. Through these efforts, the OIED promotes cultural competence development, thereby fostering a welcoming and respectful campus. By providing guidance, programming, and outreach to constituent groups and the community, and by adhering to accountability and compliance standards, the OIED prepares NC State students, faculty, and staff for local, state, national, and global collaboration.

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