

UMBC Discrimination Complaint Procedure

1) Introduction

The University of Maryland, Baltimore County has developed the following procedure to provide prompt and equitable resolution of discrimination complaints. Use of this procedure does not affect other complainant rights and remedies that may be available under federal and state statutes prohibiting discrimination.

2) Procedure

- i) Any faculty, staff or student claiming to have been discriminated against by the University of Maryland, Baltimore County may use this procedure. All discrimination complaints will be promptly investigated by the Director of Human Relations or her designee.

- ii) **Complaints** should be addressed to:

Adrienne L. Mercer, Director of Human Relations
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250
or
almercer@umbc.edu

- iii) **Complaints** against the Director of Human Relations will be processed in accordance with this procedure except that all responsibilities of the Director of Human Relations will be fulfilled the UMBC General Counsel. Under these circumstances, complaints should be addressed to:

David R. Gleason, General Counsel
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250
or
Gleason@umbc.edu

- iv) **Complaints** must be filed, in writing, within one hundred eighty (180) days after the complainant became aware of the alleged discrimination.

Complaints must contain the following information:

- (a) Name, address and telephone number of the person filing the complaint.
- (b) A brief description of the illegal discrimination, including the location and date of the illegal discrimination.

- v) If the complaint has not been resolved within five (5) days of the initial meeting between the Director of Human Relations and the complainant, the Director of Human Relations, or her designee, will conduct a formal investigation of the discrimination complaint.
- vi) The Director of Human Relations, or her designee, shall issue a written report of the results of the investigation. The report will provide a determination of the merits of the complaint as they may relate to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. In addition, and if applicable, the report will provide options for substantive resolution of the complaint and recommendations for corrective measures. The Director of Human Relations', or her designee's, written report shall be submitted to the Provost within forty five (45) calendar days of the receipt of the complaint.
- vii) The Provost shall make a decision based on the record and shall notify the complainant, in writing, of the decision and the basis for the decision, within fifteen (15) days of receipt of the Director of Human Relations', or her designee's report.

3) Appeal

- i) If the complainant is not satisfied with the Provost's decision, the complainant may file a written appeal to the President. The written appeal must include a detailed statement of the basis of the appeal. The President shall notify the complainant of the final decision within thirty (30) days of the receipt of the appeal.
- ii) If the complainant is a faculty member, and the President's decision affects the appointment, rank, or tenure of the complainant, the complainant can appeal the decision of the President to the Faculty Grievance Committee under the procedures set forth in the UMBC Policy on Appointment, Rank, and Tenure of Faculty.