

POLICY REMINDERS

SEXUAL HARASSMENT POLICY

The objective of TTUHSC is to provide an environment in which faculty, staff and students may pursue their careers and studies with a maximum of productivity and enjoyment. Behavior or conduct which interferes with this goal will not be tolerated.

It is the policy of TTUHSC to maintain a work place and a learning environment free of sexual harassment and intimidation. **SEXUAL HARASSMENT IS ILLEGAL.** Harassment of students on the basis of sex is a violation of Section 106.31 of Title IX of the Education Amendments of 1972.

Definition. Sexual harassment is defined as:

Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, participation in a TTUHSC sponsored educational program or activity or in return for a grade or other consideration;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for an academic or employment decision affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile or offensive working or educational environment.

Examples of inappropriate behavior often cited in sexual harassment complaints include, but are not limited to the following: sexual teasing, jokes, remarks, or questions; sexual looks and gestures; sexual innuendoes or stories; pressure for dates or sexual favors; gifts, letters, calls, e-mails, or materials of a sexual nature; unwelcome physical contact (touching, patting, stroking, rubbing); sexually explicit visual material (calendars, posters, cards, software, internet materials); catcalls or whistling in a demeaning manner with sexual overtones; and/or inappropriate comments about dress or physical appearance.

Sexual Harassment Prevention Training.

All students must receive such training at matriculation and supplemental training every two years. Students are required to sign a statement which verifies attendance at this training. Signed attendance statements will be recorded in the students' files in the Office of Student Affairs.

Non-Retaliation.

Retaliation is strictly prohibited against a person who files a complaint of sexual harassment in good faith, opposes a charge or testifies, assists or participates in an investigative proceeding or hearing.

Confidentiality.

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising TTUHSC's commitment to investigate allegations of sexual harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding a sexual harassment complaint to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

COMPLAINT PROCEDURES.

(1) Sexual harassment complaints must be filed within 180 days after the incident occurs. (Title VII of Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.)

(2) Students believing they are the targets of sexual harassment in the academic environment by faculty, staff, or other students should report their complaint (see Attachment A) to the dean of the school in which they are enrolled. If the complaint involves the dean's office, the complaint should be filed with the Office of Equal Employment Opportunity (EEO).

(3) Students complaining of sexual harassment in their employment capacity should proceed directly to the Office of EEO as provided in Section 2.b. of this policy. If the complaint involves the Office of EEO, the complaint should be filed with the dean of the school in which the student is enrolled.

(4) When a signed complaint is filed, an investigation will be conducted by either the dean of the appropriate school or the Office of EEO, whichever is applicable. Although the Office of EEO will undertake no official action on behalf of the employee without a filed, signed complaint, it may informally notify key personnel with a need to know about the allegation. However, other action may be taken by the Office of EEO as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of TTUHSC's policy and educating departments and supervisors as needed on this and other policies. Investigation of a complaint of sexual harassment will include, but not be limited to, conferring with the complainant, the accused, and the supervisor of the accused and may also involve examination of relevant documentation and interviews with other pertinent individuals. The appropriate vice president or dean will be notified of the complaint.

(5) The investigation will be conducted as quickly as possible and the results reported in writing to the complainant, the accused and the appropriate vice president and dean.

(6) In the event a finding of sexual harassment is made, the accused will be subject to disciplinary action, as determined by the appropriate vice president or dean.

(7) In the event a complaint filed is against a member of the senior administration, the next senior level administrator shall be notified of the complaint by the dean or the EEO Officer. In such events, that administrator shall also be responsible for any disciplinary or corrective action required as a result of the investigation and shall be the first level administrator for any appeal filed.

(8) Appeals by either party may be directed to the appropriate dean, vice president or the next higher level administrator. Appeals must be made within 10 working days of the parties being notified of the finding.

STUDENT MISTREATMENT POLICY

It is the policy of The Texas Tech University Health Sciences Center School of Medicine to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by faculty toward students. The Office of Student Affairs will administer the School's policies regarding student grievances and will insure that due process is afforded to all concerned.

Procedures

Early Resolution

1. Prior to filing a request for a hearing, the student shall attempt to resolve the issue directly with the individuals(s) involved or, if uncomfortable with directly pursuing the matter with the faculty member(s) involved, the student may meet with the Associate Dean for Academic Affairs, or the Associate Dean's designee, to voice their concerns. The student shall address the issue and initiate action under this policy within ten (10) business days of the event giving rise to the grievance.
2. If the student is not satisfied with the outcome of their or the Associate Dean's meeting with the faculty member(s), the student shall contact the Department Chair. The Department Chair will investigate the complaint, attempt to reconcile differences, and find an acceptable solution. The Department Chair will provide a written statement of his/her recommendation to all parties, who will then have ten (10) business days to respond. Every effort should be made to resolve the issue without going beyond this level.
3. If the grievance is against the Chair of the Department, the student should meet with the Associate Dean for Academic Affairs, or their designee, who will attempt to facilitate resolution before proceeding with a hearing as described below.

CLASSROOM POLICIES

Attendance

1.b. Attendance in Year 3: Students are required to be present each day and for all exams and to be present to carry out all clerkship duties and responsibilities as scheduled.

i. Unexcused absences are not permitted in clerkships and may result in disciplinary action.

ii. Any absence for any reason must be reported to the Clerkship Director. If an absence for illness is for more than one day, documentation of the illness and/or a diagnosis from the student's physician must be given to the Clerkship Director/Preceptor and forwarded to the student's campus Student Affairs Office for inclusion in the student's file.

iii. Any other absence must be cleared in advance with the Clerkship Director/Preceptor and the absence shall be documented in the campus Student Affairs Office for inclusion in the student's file.

iv. In the event of an emergency, the student must contact the campus Office of Student Affairs as soon as possible.

v. Any student who misses more than 4 working days in an eight-week clerkship will be referred to the Student Conduct Administrator and may be referred to the Student Promotions and Professional Conduct Committee Year 3/Year 4 Subcommittee (SPPCC Yr3_4). Furthermore, any student who is absent for more than 12 working days during the six clerkship periods that constitute the MSIII curriculum will be referred to the Student Conduct Administrator and may be referred to the SPPCC Yr3_4. The student will be given the opportunity to explain the circumstances resulting in the missed days. As a result of this discussion, it is possible that a student could:

- be required to repeat a clerkship or elective; OR
- be required to repeat the year; OR
- be dismissed.

vi. Absences will be reported on the clerkship grading form.

vii. If a student disagrees with a decision regarding absences or missed days, he/she may appeal in writing to the Associate Dean for Academic Affairs who will convene the Student Affairs Committee to hear the grievance and to make a determination. If the student disagrees with the Student Affairs Committee's decision, the student may appeal in writing to the Dean who will make a final determination.

viii. All students in Year 3 will be excused from regular clerkship duties for the presentation of Integration Seminar (Student Grand Rounds). Students will also be excused for 1-2 planning sessions for the Integration Seminar as described in the syllabus for this course. Students on night float will be excused at midnight prior to the seminar presentation.

viii. All students in Year 3 will also participate in the Mentored Clinical Experience and will be excused as defined in the syllabus for this course. Students on night float will be excused at midnight prior to their Mentored Clinical Experience.

7. USMLE Step Exams

In order to become fully licensed to practice medicine in the United States, individuals must have passed all 4 USMLE Step exams – Step 1, Step 2 Clinical Knowledge, Step 2 Clinical Skills, and Step 3. Each state's medical licensing board determines the number of attempts individuals may make at each Step in order to remain eligible for licensure. Individuals must pass each Step exam within three attempts to be licensed in the state of Texas.

7.2 USMLE Step 2

7.2.a Passage of Step 2 Clinical Knowledge and Step 2 Clinical Skills is required for graduation.

7.2.b Students must have completed all requirements for Year 3, including the remediation of any failing grades, before taking USMLE Step 2 CK.

7.2.c Students may not take USMLE Step 2 CS until four weeks after the last day of the All Campus OSCE.

7.2.d Initial attempts at Step 2 exams must be taken by December 31 of the year preceding graduation. Students who fail to do so will not be allowed to participate further in clinical rotations until these exams are taken. Off-cycle students may delay taking either or both of the exams by the amount of time they are off-cycle. For example, the due date for taking these exams for a student who misses one clerkship period would be eight weeks after the December 31 due date.

7.2.e Passing scores must be documented no later than May 1 of the year graduating. Failure to document a passing score by May 1 will result in a delay in graduation. It is the responsibility of each student (particularly off-cycle students) to monitor the reporting dates of USMLE exams to ensure that their grade is received by the May 1 deadline.

Alpha Omega Alpha

As stated in the society's constitution, "Alpha Omega Alpha is organized for educational purposes exclusively and not for profit, and its aims shall be the promotion of scholarship and research in medical schools, the encouragement of a high standard of character and conduct among medical students and graduates, and recognition of high attainment in medical science, practice, and related fields." Criteria for consideration for membership in AQA include the number of Honors grades, demonstrated leadership skills, and community service. As per national guidelines, no more than one-sixth of a class may be elected to AQA. Twenty-five percent of that number may be elected in the third year, with the remaining 75% elected during fourth year. Initial academic eligibility is determined by the number of Honors grades students have received. The top 25% of the class based on Honors grades will receive invitations to submit applications. **The application package includes letters of recommendation, USMLE Step 1 scores, and demonstrated leadership skills and documented community service activities.**

The Gold Humanism Honor Society

The Gold Humanism Honor Society honors senior medical students, residents, role-model physician teachers and other exemplars recognized for "demonstrated excellence in clinical care, leadership, compassion, and dedication to service." The Society encourages and nurtures the values of humanistic medical care to include integrity and sound moral reasoning, respect for others, a willingness to engage in patient advocacy, and the ability to provide compassionate, respectful and holistic medical care. Formal and public recognition of individuals who have developed these values creates an environment that demonstrates to our patients, our community, and our students and faculty that humanism is a major component of the educational philosophy and culture of health care at Texas Tech University Health Sciences Center School of Medicine.

Approximately 10% of the medical school class will be selected for membership. Selection takes place in the spring of year three to allow the members to conduct meaningful activities during their senior year.

Filing a Hearing Request

1. If the student is not satisfied with the Department Chair's recommendation, he/she may file a request for a hearing by submitting a written request to the Associate Dean for Academic Affairs, or their designee. The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Department Chair's recommended resolution.
2. If the student files a request for a hearing, the Student Hearing Committee as defined below must convene within 15 working days.

Hearing Procedure

Upon receipt of a written request for a hearing, the Associate Dean for Academic Affairs or their designee will appoint a Hearing Committee according to the following procedure:

1. Each party will propose in writing a list of four faculty members to serve on the Hearing Committee. The Associate Dean for Academic Affairs or their designee will appoint one faculty member from each list in order of the parties' preference to serve on the committee pending confirmation of their willingness to serve. The two faculty members will then select a student member by mutual agreement and these three individuals will comprise the Hearing Committee. This group will select a chair from among the two faculty members.
2. The Office of Student Affairs will provide technical assistance and support to this committee.
3. As soon as the hearing is scheduled, a written notice will be sent to all involved parties. The notice will specify the time, place and nature of the hearing, plus a brief description of the grievance. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purposes only.
4. At least three days prior to the meeting, all parties will provide to the Chair of the Hearing Committee a list of the names of any witnesses or counsel who will attend the hearing. If legal counsel is in attendance for either/both parties, a representative from the TTUHSC Office of General Counsel will also be present. The student and the involved individuals(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.
5. The student and the involved parties shall attend the hearing and be offered an opportunity to state their positions and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the grievance rests with the student.
6. The Hearing Committee Chair shall keep an audio taped record of the hearing, which shall include date, time and location of the hearing, names of those present, and any evidence (e.g., records, written testimony, duplicated materials) introduced.

Committee Decision

1. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare written recommendations. Copies of the Hearing Committee Chair's report shall be forwarded to the involved parties within five (5) business days.
2. Either party may appeal the hearing committee's decision by filing a written request for review by the Dean of the School of Medicine within five (5) business days from receipt of the committee's decision. The Dean of the School of Medicine will review the grievance resolution and render a decision. The decision of the Dean is final.