

A/P Staff Council  
Staff Welfare Committee  
Resource Guide for A/P Staff for Reporting Harassment on Campus  
Updated: May 4, 2006

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Office: Affirmative Action  
Website: <http://www.siu.edu/~affact/>  
Phone: (618) 536-6618  
Role: The ultimate goal of the Affirmative Action Office is to assist all members of the university community to feel welcome, wanted and accepted by being as free as possible from discriminatory and harassing conditions. Moreover, the UAAO provides leadership and assistance with the development of those procedures and practices that can assist us all in diversifying the academy, and in celebrating this diversity.

Procedures: <http://www.siu.edu/~affact/policies.html>  
[Procedures for Complainants and Respondents](#)  
[Procedures for Supervisors](#)  
[Procedures for Affirmative Action and the Administrative Officer](#)

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Office: A/P Staff Council / Judicial Review Board  
Website: <http://www.siuc.edu/~apstaff>  
Phone: (618) 453-5244  
Role: Before any formal grievance is filed with the JRB or the chancellor, there must be a discussion between the staff person and the administrative officer whose action or inaction is being questioned. The purpose of this discussion is to seek informal resolution of the matter. If the matter is not resolved through discussion, the grievant may proceed further by providing a written statement of the appeal and relief sought to the respondent. The grievant may appeal in writing at each administrative level up to and including the vice chancellor (or equivalent head) of a responsibility area. A maximum of 40 working days shall be allowed for the informal appeals process, calculated from the date the grievant becomes aware of an action or inaction which he/she chooses to appeal.

Procedures: <http://www.siuc.edu/~policies/policies/grievap.html>

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Office: Diversity & Equity Office  
Website: <http://www.siuc.edu/~ode/>  
Phone: (618) 453-4807  
Role: The Office of Diversity and Equity is committed to the value and importance of nurturing diversity among the faculty, staff, and students, providing an opportunity to learn in an environment free of intolerance

and bigotry, and embracing productivity and harnessing the differences and abilities among all of the community members on the Southern Illinois University Carbondale Campus.

Procedures: Not available at this time.

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Office: Human Resources

Website: <http://www.siu.edu/~humres>

Phone: (618) 453-6689

Role: The Department of Human Resources is responsible for coordinating human resource policy, procedures, and practices for the Carbondale Campus. The department also serves as a primary liaison to the various state agencies on human resource and benefit-related issues.

Procedures: [http://www.siu.edu/~policies/menus/policies\\_and\\_procedures.html](http://www.siu.edu/~policies/menus/policies_and_procedures.html)

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Office: Labor and Employee Relations

Website: <http://www.siu.edu/~laborrelations/>

Phone: (618) 453-6691

Role: Our primary service to the University involves the negotiation and administration of contracts with represented Civil Service employees, administration of the University's progressive disciplinary program, as well as handling Civil Service employee grievances and providing guidance in the resolution of worksite conflicts.

Procedures: <http://www.siu.edu/~laborrelations/ethicslinks.htm>  
<http://www.etcc.il.gov/>

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Office: Ombudsperson

Website: <http://www.ombuds.siu.edu/>

Phone: (618) 453-2411

Role: The Ombudsman seeks to ensure that all members of the University community receive fair and equitable treatment. Additionally, the Ombudsman's concern is to bring to the attention of responsible administrators those problems which persist and which should be corrected. The Ombudsman functions independently from all other administrative structures and reports directly to the Chancellor.

Procedures: Before coming to the Ombudsman you should normally address the person about whom you have a concern. If this discussion does not resolve your concerns, you may then wish to consult that person's supervisor. If, after making an effort on your own, you still need information or assistance to help resolve a problem with the university, contact the Ombudsman Office.

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