Message
Matthew Goldstein, Chancellor

“It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff.”

Registration

Classroom Training — Members of campus Sexual Harassment Awareness and Intake Committees must contact their campus Sexual Harassment Prevention Liaison to register for SHAIC courses. Classroom sessions for managers and supervisors are coordinated by their campus Sexual Harassment Prevention Liaisons.

On-Line Program — All members of the CUNY community are invited to take the sexual harassment prevention on-line course and mastery test available on the CUNY website. Specific editions of the course are offered to faculty, administrators and supervisors, nonsupervisory employees, students, and guests.
Training Programs
A series of workshops are offered to equip employees responsible for the intake and resolution of sexual harassment complaints as well as for those responsible for educating the college community about sexual harassment prevention.

Policy and Procedures is the first in a series of core courses and is the foundation for successive Sexual Harassment Prevention workshops. Policy and Procedures introduces participants to the University’s Policy Against Sexual Harassment. Participants learn the provisions of the policy, its corresponding procedures, and the laws on which the policy is based. (One-half day course)

Complaint Intake teaches participants to intake a sexual harassment complaint in compliance with CUNY’s policy and procedures regarding sexual harassment. Through the use of a CUNY Sexual Harassment Intake Form and simulations of intake situations, participants learn the communication and process skills needed to collect information effectively from complainants, provide complainants with information on CUNY’s policy and procedures, and prepare reports for Sexual Harassment Coordinators. Policy and Procedures is a prerequisite for this course. (One-half day course)

Managing Intake Communications helps participants to recognize and manage their personal biases about sexual harassment and to employ effective communication skills during a complaint intake. Policy and Procedures and Complaint Intake are prerequisites for this course. (One-day course)

Informal Resolution: Conciliation teaches participants to manage interactions and communications sensitively between complainants and accused parties and how to explore options that may lead to an informal resolution. Policy and Procedures, Complaint Intake, and Managing Intake Communications are prerequisites for this course. (Two-day course)

Train-the-Trainer teaches participants how to educate others on their campuses regarding the prevention of sexual harassment and the University’s Policy Against Sexual Harassment. Participants learn to communicate effectively on the subject of sexual harassment, explain provisions of the University’s policy, use videos and other educational materials in their campus training programs, and teach others to recognize behavior that could be perceived as sexual harassment. Policy and Procedures, Complaint Intake, and Managing Intake Communications are prerequisites for this course. (Three-day course)

Complaint Investigation teaches participants the current requirements for investigating CUNY sexual harassment complaints. Topics to be covered include reporting findings, making recommendations, and record-keeping requirements. Prerequisites: Policy and Procedures, Complaint Intake, Managing Intake Communications, and Informal Resolution. Note: This class is designed for Campus S/H Coordinators or Deputy Coordinators. Other Committee members may attend with special authorization.

Additional Programs
Convenient and practical means of educating employees, students, and supervisors on sexual harassment and associated legal issues also are available.

Respectful Workplaces: Preventing Sexual Harassment provides a comprehensive review of the problem of sexual harassment in the workplace. Managers and supervisors receive information on sexual harassment law, their responsibilities under the law, and CUNY’s Policy Against Sexual Harassment. They learn how to recognize harassing behavior in the workplace and what they can do to prevent a sexually hostile work environment. The Professional Development and Learning Management Office coordinates on-site presentations of this program to assist campus Sexual Harassment Awareness and Intake Committees in educating their managers and supervisors. (One-half day course)

For the CUNY Community, a Website Course and Mastery Test offers a comprehensive, interactive computer tutorial on sexual harassment law and CUNY’s policy. This course can be accessed at www.cuny.edu. Under Faculty & Staff, scroll down to Personnel Policies and Procedures and select Preventing Sexual Harassment at CUNY: Online Course and Mastery Test. (Self-paced)