

1 **APPENDIX D LETTER OF AGREEMENT**

2 EXPOSURE TO INAPPROPRIATE BEHAVIOR

3 In carrying out the duties and responsibilities of a GE appointment, situations may arise in which a GE  
4 feels that they have been exposed to inappropriate behavior or actions on the part of students, staff,  
5 faculty advisors/supervisors, or another GE. Such behavior or actions may not fall within the applicable  
6 articles of the Collective Bargaining Agreement but requires ~~may need some form of~~ intervention to  
7 resolve the conflict. In some cases, especially when a GE experiences discrimination, harassment,  
8 stalking; disruptive, threatening, or violent actions, or anything that threatens their well-being, special  
9 forms of intervention may be required. Suggested forms of interventions include the following:

- 10 a) When dealing with perceived inappropriate behavior or actions by a faculty advisor/supervisor,  
11 the GE should contact the Survivors Support and Non-Discrimination GE (pursuant to Article 25)  
12 or appropriate Department or unit Head to define a suitable course of action. If resolution is not  
13 satisfactory as determined by the complainant, requires additional administrative assistance, or  
14 upon the request of the complainant, the Assistant Dean of Graduate Student Affairs within  
15 the Graduate School can be contacted for additional assistance in working with the Department  
16 or Unit involved.  
17
- 18 b) One week prior to the start of classes the GE may submit a petition to the hiring unit stating  
19 their reason for requesting a reassignment as described in Article 29. The petition need not  
20 include any specific information beyond reference to an Article 8 or Appendix D violation.  
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- 22 c) A paid absence of up to two weeks while the issue is being resolved by the Department or Unit  
23 Head. The department will ultimately be responsible for finding a substitute as described in  
24 Article 29.  
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- 26 d) An unpaid absence for part of the term, or leave of absence for an entire term, until exposure to  
27 inappropriate behavior is eliminated or otherwise resolved, or upon the removal of the  
28 perpetrator of inappropriate behavior, or upon satisfactory resolution as determine by the  
29 complaintant. If a GE misses or is going to miss more than five days in a term, the GE or their  
30 designee must contact the Graduate School as described in Article 29.  
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- 32 e) When unable to resolve concerns about disruptive behaviors by students, the GE should bring  
33 such issues forward to Student Judicial Affairs, Unit Head, or the Survivors Support and Non-  
34 Discrimination GE as described in Article 25.  
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- 36 f) When confronted with threats or acts of physical violence, the GE should immediately contact  
37 the University's Department of Public Safety.  
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- 39 g) Access to paid sick leave as outlined in Article 29 section 8.  
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