POLICY NAME: Reporting Allegations of Mistreatment of Students, Faculty, and/or Staff

Responsible Party: Office of Medical Education

Applies To CMED: ☒ Faculty ☒ Students ☒ Residents ☒ Staff ☒ Administration

Approval Date:

Approved By:
☒ Policy ☐ Procedure

POLICY:

The College of Medicine has effective mechanisms for the reporting of and prompt response to any complaints concerning unprofessional behaviors of faculty, staff and students.

PROCEDURE:

1. Students are notified of expected professional behaviors for faculty, students and staff during medical school orientation, and through distribution of the Student Handbook. Faculty and staff are notified of these expectations during their respective orientation sessions and for faculty, via the Faculty Handbook.

2. Any faculty, staff, or student who feels he/she has witnessed or has been subject to conduct not consistent with a respectful teacher/staff-learner relationship, including discrimination, harassment, or abuse, should submit their concern.

3. For faculty, staff and students on the Mount Pleasant or Saginaw campuses:
   To submit a concern anonymously, email a Concern Card to CMEDsecure@cmich.edu, or drop off the Concern Card in a secure drop box located in the student lounges.
   For faculty, staff and students at all other distributed sites:
   Concern Cards can be submitted anonymously through CMEDsecure@cmich.edu.
4. For all faculty, staff and students, despite their geographical location, to discuss the report or alleged violation in person, by telephone, by email, or using IT, contact one of the following individuals:
   a. Assistant Dean/Student Affairs
   b. Senior Associate Dean/ Academic Affairs
   c. Director/Student Affairs
   d. Dean/College of Medicine
   e. Associate Dean/Distributed Campuses
   f. Director/Comprehensive Community Clerkship
   g. Course Director
   h. Clerkship Director
   i. Clinical Preceptors
   j. College of Medicine Human Resources Director
   k. Research Advisor
   l. Faculty Advisor

5. The individual contacted must notify the Assistant Dean/Student Affairs that a concern has been reported, and provide OSA with the nature of the concern (in general terms) and the name of the individual reported. This information is kept in confidence. It is collected at this point simply for tracking and resolution purposes.

6. If the concern is raised against a faculty or staff member, the Assistant Dean/Student Affairs notifies their supervisor. The supervisor is expected to meet with the individual within 10 business days, and report back to the Assistant Dean/Student Affairs of the conduct and findings of the meeting and whether or not there has been a resolution or ongoing remediation planned. If the concern is raised against a student, the Assistant Dean/Student Affairs is considered the supervisor and the same process, as articulated for faculty and staff, would be followed.

7. In any event, if the report or alleged violation is of a criminal nature the CMU Police or other appropriate law enforcement officials will be contacted immediately: https://www.cmich.edu/fas/police/Pages/default.aspx

8. If the supervisor identifies the possibility of faculty or staff misconduct that may represent a violation of the Standards of Conduct for the Teacher-Learner Relationship or CMU policies, a formal review will be immediately initiated following the procedures outlined in the College of Medicine Bylaws and College of Medicine Faculty Handbook. In the case of a concern raised against a student, if the supervisor identified the possibility of misconduct on the part of the student, the Assistant Dean/Student Affairs. will initiate a formal review by the Student Promotion and Conduct Committee.
9. If a concern is raised by a College of Medicine faculty, staff, or student against a non-CMU employed staff member or health care worker involved in the education of the College of Medicine students, the concern would be sent to the chair, Mistreatment Committee. The Chair would review the documentation, meet with the staff member named in the report, and then make the decision that the person’s supervisor will address the concern, or if severe enough in nature, would be sent to the Mistreatment Committee for review and recommendation.

10. All students, faculty and staff should report incidents of sexual, racial, or ethnic discrimination, including harassment to the CMU Office of Civil Rights and Institutional Equity:

   https://www.cmich.edu/office_president/OCRIE/Pages/default.aspx

CMED and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.