

**PLEASE POST**

May 26, 2005

DEANS, DIRECTORS, DEPARTMENT CHAIRS and ADMINISTRATIVE OFFICERS

Re: **UCLA Procedure for Responding to Reports of Sexual Harassment**

Attached please find updated UCLA Procedure 630.1 on Responding to Reports of Sexual Harassment. This Procedure supersedes the July 1, 1998 UCLA Procedure of the same title and is consistent with the revised University of California Policy on Sexual Harassment (UC Policy) and Procedures for Responding to Reports of Sexual Harassment (UC Procedures), both of which were issued by the Office of the President on December 14, 2004.

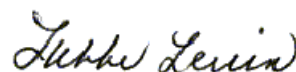
The attached UCLA Procedure recognizes the existing designation of several Complaint Resolution Officers, each of whom has been tasked with the responsibility for responding to complaints about a specific segment of the UCLA population.

The Procedure covers all members of the University community, including faculty and other academic personnel, staff employees, students, and other participants in University programs. It includes the following elements:

- A description of the roles and responsibilities of the Sexual Harassment Officer, Complaint Resolution Officers, and Sexual Harassment Information Centers, as well as their applicability to segments of the campus population;
- Procedures for making reports of Sexual Harassment;
- Options and procedures for resolution of complaints, including early resolution, formal investigation, and filing complaints under the University's grievance procedures;
- Information regarding confidentiality;
- Contact information for Complaint Resolution Officers and Sexual Harassment Information Centers.

Please ensure that this Procedure is widely disseminated within your respective organizations.

The UCLA Procedure will be published in the UCLA Administrative Policies and Procedures Manual (APPM) and will be available on the web at [http://www.adminvc.ucla.edu/appm/entry\\_600.html](http://www.adminvc.ucla.edu/appm/entry_600.html). You may find the University of California Policy at <http://www.ucop.edu/ucophome/coordrev/policy/PP121404policy.pdf>.



Lubbe Levin  
Assistant Vice Chancellor  
Campus Human Resources

cc: Vice Chancellor Janina Montero  
Vice Chancellor Sam Morabito  
Vice Chancellor Donna Vredevoe  
Senior Associate Director Mark Speare  
Title IX and Sexual Harassment Officer Pamela Thomason