Division of Equity and Diversity

The Division of Equity and Diversity includes numerous areas of responsibility. For information, visit [http://www.unt.edu/edo](http://www.unt.edu/edo).

Welcoming and Inclusive UNT Environment: Let’s Be Proactive!

**Important Points to Remember: Addressing Most Frequently Cited Allegations of Discrimination and/or Sexual Harassment**

- It is important to maintain open communication in a positive environment.
- Eliminate and speak out against jokes, comments, emails or actions that may be discriminatory or sexually harassing.
- Inappropriate behavior/communication should not take place. Use the “reasonable person” guideline.
- Timely apologies are helpful when a mistake is made.
- Adhere to UNT’s Consensual Relationship Policy (includes issue of favoritism in the workplace).
- Be civil. Be respectful of others and their freedom of speech.
- Keep confidential information confidential. Use the “need-to-know” guideline.
- At the beginning of each semester, instructors are reminded to privately meet with students registered in ODA so that both the instructor and the student may agree upon requested accommodations for a specific class. The student initiates this interaction. It is suggested that the agreement be in writing and signed by both parties.
- Students do register in ODA during the semester. At that time, the student may talk to the instructor about accommodation requests.
- Students are reminded to adhere to the Academic Calendar in the Schedule of Classes regarding notices for planned absences and requests related to religious holidays (usually 15th class day).
- Employees who wish to observe a traditionally recognized religious or cultural holiday by requesting time off need to make the request for arrangements to the appropriate supervisor with reasonable advance notification.
- The “Request for Disability Accommodation in Employment” form is found at [http://www.unt.edu/hr/forms/index.htm](http://www.unt.edu/hr/forms/index.htm). Instructions are given.
- The Equal Opportunity Officer handles specific allegations of sexual harassment and discrimination as per UNT policies. Other workplace concerns, including alleged harassment, may be shared with the appropriate supervisor, administrator and/or Human Resources/Employee Relations and Training.

**What to Do: Discrimination and/or Sexual Harassment?**

Discrimination and sexual harassment are offensive actions. They are illegal and they violate University of North Texas policy. Steps to take if you are discriminated against, sexually harassed or if you witness discrimination or sexual harassment include:

- Speak out against discrimination and sexual harassment. If possible, let the person know the action/communication is offensive and should stop.
- Report the allegation(s), according to University of North Texas policy, to your supervisor or person in charge of your work unit, the Equal Opportunity Officer and/or Human Resources/Employee Relations.
Role of Equal Opportunity Officer

- Works to ensure positive, supportive environment free of discrimination for everyone, including faculty, staff, students and visitors;
- Provides advisory assistance regarding allegations of discrimination and sexual harassment at UNT campus in Denton, UNT System Center at Dallas and Universities Center at Dallas;
- Handles complaints and investigations regarding allegations of discrimination and sexual harassment at UNT campus in Denton, UNT System Center at Dallas and Universities Center at Dallas;
- Strives to be proactive to address challenges and to be helpful to those visiting the Equal Opportunity Officer;
- Shares options on complaint resolution to include the Alternative Dispute Resolution (ADR) process offered through Human Resources;
- Serves as resource in monitoring compliance of anti-discrimination laws and policies;
- Supports the Office of Disability Accommodations (ODA) to ensure Americans with Disabilities Act compliance;
- Serves as a resource regarding the University’s affirmative action plan;
- Reviews and approves faculty position announcements;
- Works with Diversity Advisory Representatives (DAR’s) who advise all faculty search committees on procedures to maximize receipt of applications from racial/ethnic and gender minority candidates as per Texas Higher Education Coordinating Board guidelines. DAR’s serve to ensure fairness during the search process and are appointed by the Deans of each College and School;
- Facilitates nondiscrimination and sexual harassment training to be completed by all faculty and staff every two years;
- Serves as liaison with external agencies; and
- Coordinates UNT’s annual Equity and Diversity Conference (February 6-7, 2003).

The Equal Opportunity Officer handles specific allegations of sexual harassment and discrimination as per UNT policies. Employees may share other workplace concerns with the appropriate supervisor or Human Resources/Employee Relations. Please note this distinction.

Equal Opportunity Policy

Discrimination: Prejudiced outlook, communication or action. Systematic or patterned mistreatment of a person or group because of the group they belong to or are perceived to belong to. May be covert (implied or unapparent) or overt (explicit or apparent).

It is the policy of the University of North Texas not to discriminate on the basis of...

<table>
<thead>
<tr>
<th>race</th>
<th>color</th>
<th>religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>sex</td>
<td>age</td>
<td>national origin</td>
</tr>
<tr>
<td>disability</td>
<td>sexual orientation</td>
<td>disabled veteran or veteran of the Vietnam era status</td>
</tr>
</tbody>
</table>

...in its educational programs, activities, admissions or employment policies. Refer to the non-discrimination/equal employment opportunity and affirmative action policy, UNT Policies Manual, vol. 1, Human Resources Department (policy number 1.3.7) - [http://www.unt.edu/planning/UNT_Policy/volume1/1_3_7.html](http://www.unt.edu/planning/UNT_Policy/volume1/1_3_7.html).

Sexual Harassment Policy

It is the policy of the University of North Texas that no member of the University community may sexually harass another and that all allegations of sexual harassment be reported and investigated. All members of the faculty, staff and student body will be subject to disciplinary action for violation of this policy. Refer to the sexual harassment policy, UNT Policies Manual, vol. 1, Human Resources Department (policy number 1.3.19) – [http://www.unt.edu/planning/UNT_Policy/volume1/1_3_19.html](http://www.unt.edu/planning/UNT_Policy/volume1/1_3_19.html), and the consensual relationship policy (policy 1.3.23) - [http://www.unt.edu/planning/UNT_Policy/volume1/1_3_23.html](http://www.unt.edu/planning/UNT_Policy/volume1/1_3_23.html).

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Criteria:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual’s employment or education, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such an individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive work or educational environment.
Types:
1. **Quid Pro Quo**
   - Examples:  
     - "If you have sex with me, you will get a raise."
     - "If you have sex with me, you will get an ‘A’ grade."

2. **Hostile Environment**
   - Unwelcome behavior that is severe and pervasive and unreasonably interferes with the person’s work or education.
     - **Third Party**
       - Sexual conduct that is welcome and reciprocated, but creates a hostile environment for others.
     - **Sexual Favoritism**
       - Sexual conduct that is welcomed and reciprocated, but results in unfair treatment of others.
     - **Sex-Based**
       - Harassing conduct that is based on gender can constitute sexual harassment.

Responding to Sexual Harassment:
1. Suggestion is to confront the harasser and tell that person that the harassment must stop.
2. Report the harassment to the appropriate person to include supervisory personnel, Human Resources/Employee Relations or the Equal Opportunity Officer, Division of Equity and Diversity.

**BEHAVIOR THAT MIGHT CONSTITUTE SEXUAL HARASSMENT**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Comments</td>
<td>Jokes or remarks that are stereotypical or derogatory to members of the same or opposite sex; repeated comments about a person's anatomy; sexual innuendo.</td>
</tr>
<tr>
<td>Undue Attention</td>
<td>Flirtation.</td>
</tr>
<tr>
<td>Verbal Sexual Advances</td>
<td>General verbal expressions of sexual interest; inquiries of sexual values or behaviors, but short of a proposition.</td>
</tr>
<tr>
<td>Visual Sexual Displays</td>
<td>Display of pornographic pictures, posters, cartoons or other materials, including use of the Internet.</td>
</tr>
<tr>
<td>Body Language</td>
<td>Leering at one's body.</td>
</tr>
<tr>
<td>Invitations</td>
<td>Personal invitations for dates or to one's home, but sexual expectations not stated.</td>
</tr>
<tr>
<td>Physical Advances</td>
<td>Kissing; hugging; patting; pinching; fondling; provocative touching.</td>
</tr>
<tr>
<td>Explicit Sexual</td>
<td>Clear invitations for sexual encounter, but no threats or promises.</td>
</tr>
<tr>
<td>Sexual Bribery</td>
<td>Explicit sexual propositions which include or strongly imply promises of rewards for complying (e.g., higher grades, better recommendations) and/or threats of punishment for refusing (e.g. lower grades, less favorable recommendations).</td>
</tr>
</tbody>
</table>


**Consensual Relationship Policy** –
Personal relationships are not allowed when one person reports to another or has authority over another person, i.e., supervisory, teaching, and/or advisory capacities. Refer to consensual relationship policy, *UNT Policies Manual*, vol. 1, Human Resources Department (policy number 1.3.23) – [http://www.unt.edu/planning/UNT_Policy/volume1/1_3_23.html](http://www.unt.edu/planning/UNT_Policy/volume1/1_3_23.html).

**Other Policies of Interest**
Training Options: Nondiscrimination/Sexual Harassment, Cultural Competency and Faculty Search Process

- Nondiscrimination/sexual harassment training may be conducted on or off campus using a computer-based module offered through SmartForce. (The module does not operate effectively using a 56K modem. For those who wish to complete the training off campus but do not have broadband access, a CD-ROM of the module may be checked out from either the Division of Equity and Diversity or Human Resources/Employee Relations and Training.) Computers are available for use in all General Access Labs and in Human Resources.

To access the module, participants visit [http://www.unt.edu/smartforce](http://www.unt.edu/smartforce). Log on to SmartForce using student ID (employee's EUID) and password (employee's birthdate entered YYYYMMDD). The module is *Business Fundamentals II: Discrimination in the Workplace*. The three sections are to be studied prior to completing the course test and should take approximately one hour to complete. Once the module and test are finished, **UNT employees must complete and submit the form found at [http://www.unt.edu/hr/training/ComplianceForm.htm](http://www.unt.edu/hr/training/ComplianceForm.htm) to receive credit for the training.**

For problems or assistance with SmartForce, contact the SmartForce Administrator, Dr. Elizabeth Hinkle-Turner, at ehinkle@unt.edu.

- Nondiscrimination/sexual harassment training may be conducted using a computer-based module created by the UNT Health Science Center, Office of Equal Employment Opportunity. The module may be accessed on or off campus and should take approximately 45 minutes to complete. (There are no special modem requirements for this module).

To access the module, participants visit [http://www.unt.edu/hr/training/EEOcompliance.htm](http://www.unt.edu/hr/training/EEOcompliance.htm). Once the module, entitled *EEO Compliance Course*, is finished, **UNT employees must complete and submit the acknowledgment form found at the end of the module to receive credit for the training.**

For problems or assistance with this module, contact Ms. Kristin McMeen, Human Resources, at kmcmeen@unt.edu.

- Training options may be identified at [http://www.unt.edu/edo/equal.htm](http://www.unt.edu/edo/equal.htm) or by contacting Dr. Dan Emenheiser at emenheiser@unt.edu. Classroom training may be presented in Spanish. UNT videos and other instructional materials available for use include *Valuing Cultural Diversity: Understanding, Acceptance, Respect and Responsibility* (30 minutes), *A Welcoming and Safe Environment for Everyone: Nondiscrimination and Sexual Harassment* (1 hour), *Workforce Diversity: Let’s Talk Diversity* (19 minutes) and *Workforce Diversity: Still Talkin’ Diversity* (19 minutes).

- A video entitled *Expectations and Sequence of Procedures for Faculty Search Committee: Achieving a Diverse and Culturally Competent Faculty* (1 hour) is available for use by departments, Department Chairs, Diversity Advisory Representatives, Search Committee Chairs and search committees. The video complements *UNT Search Guidelines 2000.*

Harassment and/or Uncivil Behavior

*Harassment* is defined as communication(s) and/or actions(s) directed to person(s), which results in a hostile environment with adverse effect on employment and/or education. Employee may report allegation(s) of harassment and/or uncivil behavior to the supervisor or person in charge of the work unit, Human Resources/Employee Relations or the Equal Opportunity Officer (when there are allegations of discrimination and/or sexual harassment).

Advisory Assistance

*Advisory assistances* are issues and concerns reported to the Equal Opportunity Officer as informal complaints or questions of concern. Interactions may be proactive. Using various approaches, attempts are made to resolve issues as early as possible. Examples include addressing concerns confidentially and anonymously; participating in mediation and/or Alternative Dispute Resolution (ADR) offered through Human Resources; or meeting with complainant and/or accused to address concerns. An advisory assistance might not escalate to a formal complaint. Confidentiality is requested. Retaliation violates policy. The following advisory assistance forms should be completed, as appropriate, to document allegations.
Formal Complaint

Formal complaints are alleged violations of discrimination and sexual harassment policies filed for investigation with the Equal Opportunity Officer. Allegations are reported to the accused and respective supervisory personnel. Confidentiality is requested. Retaliation violates policy. The following forms should be completed, as appropriate, to document allegations.
To be completed by complainant

Formal Complaint Statistics:
Alleged Discrimination and Sexual Harassment
2001 - 2002

<table>
<thead>
<tr>
<th></th>
<th>Race</th>
<th>Sex. Har./Gender</th>
<th>Disability</th>
<th>Age</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>0</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Staff</td>
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</tr>
<tr>
<td>Faculty</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Key:  
- **Race** = Race/Ethnicity/Color/National Origin  
- **Sex. Har./Gender** = Sexual Harassment/Gender  
- **Miscellaneous** = Religion/Sexual Orientation/Disabled Veteran/Pregnancy/Other

External Options
- Texas Commission on Human Rights (TCHR) – [http://tchr.state.tx.us](http://tchr.state.tx.us)
- Personal attorney
Legal Basis for Anti-discrimination

- Title IV of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, protects constitutional rights in public facilities and public education, and prohibits discrimination in federally assisted programs.
- Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on race, color or national origin in programs and activities that receive Federal financial assistance.
- Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on race, color, religion, sex or national origin.
- Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination.
- Equal Pay Act of 1963 (EPA) protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.
- Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older.
- Title I of the Americans with Disabilities Act of 1990 (ADA) prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local government.
- Pregnancy Discrimination Act of 1978 requires employers to treat women affected by pregnancy, childbirth and related medical conditions in the same manner as other employees for all employment-related purposes.
- Section 504 of the Rehabilitation Act of 1973 prohibits disability discrimination.
- Vocational Rehabilitation Act of 1973 makes it unlawful for a federal contractor to discriminate on the basis of physical or mental disability.
- Vietnam Era Veterans Readjustment Act of 1974 prohibits federal government contractors from discriminating against qualified disabled veterans and veterans of the Vietnam era. Veterans specified are included in affirmative action and promotion policies.
- Section 21.125(a) of the Texas Labor Code as amended by HB 3048, Seventy-Fifth Legislature, clarifies the prohibition against impermissible consideration for race, color, sex, national origin, religion, age or disability in employment practice.

UNT Race/Ethnicity Statistics (Fall 2001)

<table>
<thead>
<tr>
<th></th>
<th>White</th>
<th>African American</th>
<th>Hispanic/Latino</th>
<th>Asian/Pacific Islander</th>
<th>American Indian/Alaska Native</th>
<th>Nonresident</th>
<th>Unknown</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>19528</td>
<td>2567</td>
<td>2281</td>
<td>1124</td>
<td>213</td>
<td>1473</td>
<td>672</td>
<td>N/A</td>
</tr>
<tr>
<td>Percent</td>
<td>70.1%</td>
<td>9.2%</td>
<td>8.2%</td>
<td>4.0%</td>
<td>0.8%</td>
<td>5.3%</td>
<td>2.4%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>728</td>
<td>37</td>
<td>31</td>
<td>49</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td>19</td>
</tr>
<tr>
<td>Percent</td>
<td>83.7%</td>
<td>4.2%</td>
<td>3.6%</td>
<td>5.6%</td>
<td>0.7%</td>
<td>N/A</td>
<td>N/A</td>
<td>2.2%</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1512</td>
<td>162</td>
<td>169</td>
<td>54</td>
<td>14</td>
<td>N/A</td>
<td>N/A</td>
<td>19</td>
</tr>
<tr>
<td>Percent</td>
<td>78.3%</td>
<td>8.4%</td>
<td>8.8%</td>
<td>2.5%</td>
<td>0.7%</td>
<td>N/A</td>
<td>N/A</td>
<td>1.0%</td>
</tr>
</tbody>
</table>


UNT Gender Statistics (Fall 2001)

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>12084</td>
<td>15774</td>
</tr>
<tr>
<td>Percent</td>
<td>43.4%</td>
<td>56.6%</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>568</td>
<td>302</td>
</tr>
<tr>
<td>Percent</td>
<td>65.3%</td>
<td>34.7%</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>824</td>
<td>1239</td>
</tr>
<tr>
<td>Percent</td>
<td>40.0%</td>
<td>60.0%</td>
</tr>
</tbody>
</table>

Center for Student Rights and Responsibilities (CSRR)

The Center for Student Rights and Responsibilities (CSRR) generally focuses on student-related concerns, including student-to-student issues. CSRR is responsible for addressing student conduct, enforcing university policies and procedures, and providing students with resources necessary to resolve their own personal disputes. The CSRR usually handles student-to-student complaints of discrimination and/or sexual harassment and other student related concerns, as well as administers student disciplinary procedures in accordance with the Code of Student Conduct and maintains official disciplinary records. Emphasis is placed on educating students about their rights and responsibilities as members of the University of North Texas community. In addition, CSRR seeks to educate the campus community through literature and training. CSRR is committed to enhancing students’ competencies as productive citizens and promoting life-long learning. More information may be found at http://www.unt.edu/csrr.

The Equal Opportunity Officer is usually involved in instances of alleged discrimination and sexual harassment involving student employees.

Office of Disability Accommodations (ODA)

The Office of Disability Accommodations (ODA) is the central referral agency and resource clearinghouse for students who qualify for disability accommodations as defined by the Rehabilitation Act of 1973 and, since 1990, the Americans with Disability Act (ADA). To facilitate this process, ODA maintains student disability-related documentation and corresponding accommodation request records. Students are encouraged to contact ODA to assess methods to facilitate access to educational opportunities for the ideal college experience. More information may be found at http://www.unt.edu/oda.

Students often work with their personal physicians when identifying disabilities and requested accommodations. Additional options include:

- Texas Rehabilitation Commission – http://www.rehab.state.tx.us/
- Texas Commission for the Blind – http://www.tcb.state.tx.us/
- UNT Psychology Clinic - http://www.psyic.unt.edu/clinic/

Currently, there are approximately 900 students on campus registered in ODA who actively use its services, with the majority of the students having multiple disabilities.

International Studies and Programs

The mission of International Studies and Programs (ISP) is to serve as a UNT resource in the development and conduct of international education, activities and programs appropriate to teaching, research and service goals. UNT currently enrolls approximately 2100 international students representative of approximately 118 countries. This population results in great diversity at UNT, with an example being the multitude of religions represented. For more information, visit http://www.international.unt.edu or call 940.565.2197.
**Housing and Residence Life**

**Diversity and Community Office**
The Diversity and Community Office strives to combat discrimination, misinformation and prejudicial attitudes and actions by disseminating current information, programing, and training staff and students on diverse cultures. This office serves as a liaison between representatives of Housing and Residence Life, various cultural student organizations on campus and numerous UNT offices. The Diversity and Community Office is located in Central Housing, Crumley Hall, room 140. Contact the SA for Diversity at 940.565.4483.

**Judicial Board System**
The “Judicial Board System” encompasses activities of the Student Appeals Board, Student Judicial Board and Administrative Hearings in Housing and Residence Life. The Judicial Board is comprised of students from residence halls who meet regularly for planning purposes and to hear cases involving behavioral concerns. This system is based on the belief that peers can best understand another resident’s situation and how that resident’s behavior affects other hall residents. The judicial system is concerned with the individual and his/her actions with an emphasis placed on due process to ensure a fair hearing. For more information, contact the Coordinator for Residential and Judicial Affairs at 940.565.2892.

The Equal Opportunity Officer might be involved in instances of alleged discrimination and sexual harassment.

**Counseling and Testing Services**
Counseling and Testing Services is located in the University Union, suite 321, and provides free (8 sessions per school year), confidential, professional psychological services to all currently enrolled students. Counseling staff provide a nonjudgmental and caring environment to explore issues and concerns including relationship issues, career decision-making, depression and stress management. To schedule an appointment, call 940.565.2741 or stop by the office. For more information, visit [http://www.unt.edu/cat](http://www.unt.edu/cat).

**Human Resources – Employee Relations and Training**
Employee Relations and Training is dedicated to promoting positive employee relations, as well as progressive training and development. The goal of Employee Relations and Training is to help members of the University community solve problems, adapt to change, increase productivity and improve quality of work environments and relations with each other. Employee Relations and Training supports the continued growth and development of the most valuable resource of the University of North Texas – its PEOPLE. Employee Relations and Training offers services listed below and is located in Marquis Hall, room 105. More information may be found at [http://www.unt.edu/hr/emprel/index.htm](http://www.unt.edu/hr/emprel/index.htm).

**Complaint and Grievance**
Employment issues that do not fall under the categories of discrimination and sexual harassment may be brought to the attention of Employee Relations and Training. Either a complaint or a grievance may be filed. For more information, visit [http://www.unt.edu/hr/emprel/index.htm](http://www.unt.edu/hr/emprel/index.htm).

**Complaint**: formal expression of disagreement or dissatisfaction with aspects of employment such as work conditions, environment, hours of work, relationships with supervisor and other employees or policies or decisions of the department considered by the employee to be inappropriate, harmful or unfair.

**Grievance**: formal expression of disagreement or dissatisfaction with an adverse personnel action involving alleged discrimination under the law, decrease in salary, demotion and suspension without pay and/or discharge. Employee Relations and Training must be notified within 10 working days from the date of the action or condition giving rise to the grievance. For more information, visit [http://www.unt.edu/hr/emprel/index.htm](http://www.unt.edu/hr/emprel/index.htm).

**Alternative Dispute Resolution (ADR) and Mediation**
The purpose of Alternative Dispute Resolution (ADR) is to increase faculty, staff and student options in addressing University-related disputes and to further the voluntary resolution of problems at the earliest opportunity. The ADR program provides collaborative problem solving and mediation for resolving institutional and interpersonal problems and conflicts.
Mediation is a voluntary, confidential, interactive process that enables disputants to work through issues of importance that are causing conflict between them. During a mediation session, impartial persons (mediators) facilitate communication between the parties to promote reconciliation, settlement or understanding. The mediation session provides a neutral forum to discuss and clarify issues of conflict, express feelings, discuss interests of each party and possible solutions to achieve agreement to resolve the conflict. If the parties reach and want to establish a written agreement, a written agreement is kept in Human Resources or, for students, in the Student Legal Advisor’s Office.

For more information on ADR and mediation or to schedule a session, contact Employee Relations at 940.565.4817.

**Employee Assistance Program**

The Employee Assistance Program (EAP) is designed to confidentially assist employees deal with life’s stresses and variety of personal challenges, including relationship issues, depression, anxiety, child and elder care, legal issues, financial issues and substance abuse challenges. For confidential services that are offered at no cost to UNT retirement-eligible employees and dependants, call 1.800.343.3822 (line is always open), TDD 1.800.448.1823 or teen helpline 1.800.334.TEEN (8336). For more information, visit [http://www.wapeap.com](http://www.wapeap.com).

**Additional Available EAP Benefits**

**Law Access** is a free on-line law library with common legal documents available. Use “UNT” for both user name and password. **WAP Helpnet Services** is an on-line service including information about WAP, Inc. (Workers Assistance Program, Inc.) and EAP program, along with tools to assess and assist the user with a personal situation. For more information on Law Access and WAP Helpnet Services, visit [http://www.wapeap.com](http://www.wapeap.com).

**NT-NCBI**

National Coalition Building Institute (NCBI) is an international organization that has worked with literally hundreds of universities, public schools, community and government agencies and businesses throughout the world to effectively address bridge-building and prejudice reduction. For more information, visit [http://www.ncbi.org](http://www.ncbi.org).

In 1990, the North Texas Chapter of NCBI (NT-NCBI) began at UNT and includes individuals and organizations from Denton, Dallas, Fort Worth, Arlington and the surrounding North Texas area. NT-NCBI is dedicated to ending mistreatment of every group whether it stems from nationality, race, class, gender, religion, sexual orientation, gender identity, age, physical ability, job or life circumstance. To this end, NT-NCBI has trained leaders who conduct *Building Community Through Welcoming Diversity and Conflict Resolution* workshops based on experiential/interactive training models. These diversity leaders also serve as resource persons on resolving intergroup conflict and facilitating open communication. For more information or to register for NT-NCBI training, call 940.565.4246.

**Workshops**

Employee Relations and Training offers various workshops throughout the year. For more information on workshops, visit [http://www.unt.edu/hr/training/index.htm](http://www.unt.edu/hr/training/index.htm). To register for workshops, call 940.565.4246.