

FACULTY GUIDE BOOK

2009-2010

UC HASTINGS COLLEGE OF THE LAW

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Building Hours and Access

The main entrance of the 198 Building (Snodgrass Hall) is open from 6:45 am to 11 pm, Monday through Friday; 9 am to 10 pm, Saturday; and 9 am to 11 pm, Sunday. The 200 Building (Kane Hall) is open the same hours as the 198 Building. The Library schedule is 8 am to 11 pm, Monday through Friday; 9 am to 10 pm, Saturday; and 9 am to 11 pm, Sunday.

See **Safety and Security** for information about off-hour access.

Contacts

Chancellor, Dean's Suite

Room 306 in the 200 Building		hours: M-F 8 am to 5 pm
Leo P. Martinez, Acting Chancellor and Dean	415.565.4700	martinez@uchastings.edu
Gail Marks, Executive Assistant	415.565.4788	marksg@uchastings.edu

Office of the Academic Dean

Room 355 in the 200 Building		hours: M-F 8 am to 5 pm
Shauna Marshall, Academic Dean	415.565.4682	marshall@uchastings.edu
C. Keith Wingate, Associate Academic Dean	415.565.4682	wingatek@uchastings.edu
Evan Lee, Associate Dean for Research	415.565.4682	lee@uchastings.edu
Maria Burgos, Mgr., Faculty Support Services	415.581.8828	burgosm@uchastings.edu
Gloria Davis, Executive Assistant	415.565.4864	davisgl@uchastings.edu
Susan Esveld, Scheduling Coordinator	415.565.4841	esvelds@uchastings.edu
Roslyn Foy, Executive Assistant	415.581.8935	foyr@uchastings.edu

Faculty Support

Room 385 in the 200 Building		hours: M-F 8 am to 5 pm
Stephen R. Lothrop, Administrator	415.565.4782	lothrops@uchastings.edu
Lesley J. King, Lead Administrative Assistant	415.565.4781	kingl@uchastings.edu
Meseret Mekuria, Administrative Assistant	415.565.4670	mekuriam@uchastings.edu
Divina Morgan, Administrative Assistant	415.565.4785	morgand@uchastings.edu
Beverly Taylor, Administrative Assistant	415.565.4840	taylorb@uchastings.edu

Law Library

4 th Floor in the 200 Building		
General Information:	415.565.4750	
Reference:	415.565.4751	
Interlibrary Loan	415.565.4765	libil@uchastings.edu

Academic Calendar

Susan Esveld, OAD

415.565.4841 esvelds@uchastings.edu

The Academic Calendar is available on the following Hastings webpages:

www.uchastings.edu/calendars/academic.html and

www.uchastings.edu/academics/academic-dean.

1L section schedules and dead hours can be found at

<http://www.uchastings.edu/faculty-administration/academic-dean/index.html>

Academic Regulations

Adjunct faculty are encouraged to review the information in the Academic Regulations and Other Rules Applicable to Students guide book. In particular, adjuncts should review the College's policies on grading, attendance, and examinations to become more familiar with the standards students are held to. A copy of the book will be distributed to each member of the faculty. It is also on the Hastings Website at <http://www.uchastings.edu/academics/regulations.html>

Grading Policies

C. Keith Wingate, Associate Academic Dean

415.565.4682 wingatek@uchastings.edu

Classes with 30 or more students

In all classes with 30 or more students enrolled at the time of grading, the following normalization requirements shall apply: 15 to 25 percent of grades shall be in the A range (A-, A, or A+); 12 to 17 percent of grades shall be below B-. If an instructor teaches more than one section of a course in a given semester, he may, at his discretion, treat multiple sections as a single class for the purposes of grade normalization.

Classes with fewer than 30 students

There are no specific normalization requirements for classes with fewer than 30 students enrolled at the time of grading, including Legal Research and Writing, First-Year Moot Court, and Legal Analysis. The Academic Dean may reject the grade sheet of a class with fewer than 30 students that does not have a range of grades. Furthermore, if there are multiple sections of a class with fewer than 30 students in a given semester, the Academic Dean shall use her authority to reject grade sheets to ensure a reasonable degree of uniformity across sections.

Exam Courses and Examinations

Carol Christensen, Records Office

415.581.8864 christec@uchastings.edu

Exam courses are also known as GPA courses. A GPA course grade must be based at least 50% on an anonymously-graded exam, or a series of anonymously-graded exams. Students must be notified in writing during the Add/drop period if a portion of the final grade will be based on other factors.

The Records Office will email to ask whether you plan a proctored classroom exam or a take-home exam or a final paper. For classroom exams, exam length usually corresponds to the number of units credit for the course, but this is not mandatory.

Take-home exams are generally scheduled for 24+ hours & may be available for students to pick up only during the exam period (M-F, during Records Office exam period hours, 8-3:30). EXCEPTION: 1L exams can only be available after the previous 1L exam & must be completed by the regular exam date for the course.

The tentative exam schedule is on the Web at <http://www.uchastings.edu/records/registration/draft-exam-schd.html>. The final exam schedule will be published about 2 weeks after classes start. Examinations must be taken at the time they are regularly scheduled. Changes in a particular student's exam schedule may be made only by the Associate Academic Dean or the Director of Records.

Procedures for the preparation and reproduction of exams are explained in a memo from the Associate Academic Dean sent out about five weeks before the end of the semester. It includes a calendar showing when exam copy is due to Stephen Lothrop (565-4782) in Faculty Support – generally two or more weeks before the exam is to be given. It also supplies an “exam cover page template” which may be used for exam preparation.

If you have any questions about exam mechanics (wording of exam instructions, limitations on materials, exam format, using multiple choice machine-scoring), direct them to Carol Christensen in Records, 581.8864, christec@uchastings.edu.

The Academic Dean's Office suggests that both exam questions & answers (which are both collected after the exam) be returned to students after exams have been graded, providing feedback for your students. For multiple choice exams or if you prefer not to return the exam and answer, indicate this to Stephen Lothrop when you turn in the exam copy.

Grading Seminar and Skills classes

These courses are generally considered non-exam courses. If you wish to give an exam in a seminar or skills class, please discuss this with the Associate Academic Dean immediately.

Seminars

Seminar grades – based upon an evaluation of a student's written work which must be a substantial component of the work of the seminar – are counted in a student's grade point average. The grade in a seminar must NOT be based at least 50% on an anonymously-graded exam.

Many but not all seminars are intended to satisfy a student's **writing requirement**. To do so, a seminar must require a paper or series of papers that involve “substantial research, analysis, and writing.” Often, but not always, that means that

the student should submit an outline as well as a first and second draft. The length of the paper or papers varies among professors, but the minimum total length is usually about 20-25 pages. The student needs a grade of at least C to satisfy the writing requirement.

Skills Classes

The grades in skills courses are not included in the student's grade point average, but a student must receive a passing grade in a course for it to satisfy the professional skills requirement. Additionally, to satisfy the requirement, a course must focus on the development of professional skills – e.g., trial and appellate advocacy, alternative methods of dispute resolution, counseling, interviewing, negotiating, problem solving, factual investigation, organization and management of legal work, or legal drafting.

The course description on Web Advisor and in the online course catalog (LINK) indicates if the course satisfies the writing or professional skills requirement. If it does, you will need to indicate on your gradesheet whether the students in your class did work to satisfy the writing requirement or the professional skills requirement. For courses that can satisfy either, most professors either 1) require work that will satisfy both even though the students cannot use the course for both requirements or 2) ask students which requirement they wish to satisfy and provide the appropriate assignments.

Gradesheets and Grade Due Dates

Carol Christensen, Records Office 415.581.8864 christec@uchastings.edu

Instructions for submitting grades are emailed from the Records Office about 2 weeks before the end of classes. Grades are generally due about 6 weeks after the end of classes.

Class Enrollment Rules and Procedures

Attendance/Attendance Recording

Gloria Davis, OAD Office 415.565.4682 davisg@uchastings.edu

Regular and punctual class attendance is required. You may report a student for excessive absence to the Academic Dean's Office, which will inform the student that he/she will be dropped from the course if the student does not explain the absence and make arrangements with the instructor to continue enrollment.

The Academic Dean's office encourages all faculty to take attendance. Both the ABA Accreditation Standards and the Hastings Academic Regulations require regular and punctual attendance from students. More importantly, failing attendance is often one of the first signs that a student is having serious personal or academic difficulty. When the Academic Dean's office is alerted that a student is not attending class, an effort can be made to intervene and help the student.

Attendance during the Add/Drop Period and Waitlists

Scott Ward, Records Office

415.581.8861 wards@uchastings.edu

All enrolled students are required to attend the first day of class, or be excused by you or the Associate Academic Dean to maintain their places in the class. Waitlisted students can be encouraged, but not required, to attend the first day of class. You can send a memo to enrolled and waitlisted students explaining the importance of attending all class sessions.

Waitlisted students who do attend the first day of classes cannot be promised a seat in your class, as enrolled students may have an excuse from the Associate Academic Dean which allows them to keep their place and students with higher waitlist priorities will be offered open places first.

To drop an enrolled student for non-attendance and move the next student on the waitlist into the class, notify the Records Office immediately. Contact them by emailing, calling or by dropping off a note in the Records Office. The sooner you notify Records, the sooner the space can be offered to a waitlisted student. Eligible waitlisted students are not automatically enrolled; they are sent enrollment instructions by the Records Office and must register via Web Advisor. Please direct students to the Records Office if they have any questions about the waitlist procedures.

Web Advisor and Class Rosters

Records Office

Scott Ward

415.581.8861

wards@uchastings.edu

Records staff

415.565.4613

records@uchastings.edu

IT Department

On-Line Help

helpdesk@uchastings.edu

Kent Walker, Web Advisor

415.565.4635

walker@uchastings.edu

Faculty can use WebAdvisor to access course rosters. Your Hastings Email login name and password are the same for WebAdvisor. If you change your Email password, it will also be changed for WebAdvisor. If you have forgotten your Email login name and/or password, please contact the IT department at: helpdesk@uchastings.edu.

Logging into WebAdvisor

1. To log into WebAdvisor, go to www.uchastings.edu and click on "WebAdvisor" in the top right hand corner.
2. On the WebAdvisor main page, click on "Log In" (you will need to log in before you can access the "Faculty" icon.)
3. Once you are logged in, the "Faculty" icon is accessible (changes color to show it can be clicked on). Click on the "Faculty" icon to access this module.

Classroom Reservations

Susan Esveld, OAD 415.565.4841 esvelds@uchastings.edu
Student Information Center /SIC, 200 McAllister, Room 105
Betty Preston 415.565.4602 prestonb@uchastings.edu
Lan Tran 415.565.4600 tranla@uchastings.edu
Room reservations www.uchastings.edu

Before changing a scheduled class meeting, adding times to a meeting, or adding another class meeting, please contact the Student Information Center and Susan Esveld in the Academic Dean's Office. Any changes to the schedule must be approved by the SIC first.

Classrooms are automatically reserved for the hours listed in the Course/Class schedule. Any temporary change, including cancellations, extra classes, etc, must be made through the Student Information Center (SIC) and with Susan Esveld in the Academic Dean's Office. Please note that you must meet all your classes, or make a timely provision for makeup sessions.

Contracts and Teaching Assignments

Maria Burgos, OAD 415.581.8828 burgosm@uchastings.edu
Susan Esveld, OAD 415.565.4841 esvelds@uchastings.edu

Adjunct appointments are made on a term by term basis and the College assumes no responsibility for continued employment. Your appointment is subject to terms and conditions provided in the Standing Orders of the Board of Directors of the College and the Academic Rules and Standards of the Faculty. Further, the contracts offered are subject to availability of state funding.

Please direct questions regarding contract terms to Maria Burgos and teaching assignments to Susan Esveld in the Academic Dean's office.

Direct Pay to School or Firm

Human Resources, 198 McAllister, Room M206
Hillary Kane, HR Analyst 415.565.4812 kaneh@uchastings.edu

Please contact the Human Resources Office to confirm your records. A pay schedule is included in the faculty packet and lists all the paydays for the 2009-2010 academic year. Pay schedule is the first of every month, or occasionally on the last day of the month.

Course Readers

Faculty Support, Administrative Assistants, 200 McAllister, Room 385
General Counsel Office, 198 McAllister, Room M115
Elise Traynum, General Counsel 415.565.4787 traynume@uchastings.edu
Leah DeMuynck, Paralegal Specialist 415.565.4851 demuynek@uchastings.edu

Course Reader production is coordinated for faculty through their administrative assistants. Additional time may be needed for edits, pagination, table of contents,

and/or material assembly. The Business Center will be provided with an exacting reader that is ready for photocopying. For Course Readers that are made available and sold to students in the Hastings Bookstore, allow at least three to four days for photocopying.

Hastings General Counsel's Office facilitates the copyright clearance process. Allow two to three weeks before semester commencement for copyright clearances submitted to General Counsel, any questions or concerns may be directed to Leah DeMuyneck.

Faculty Mailroom

Faculty mailboxes are located in Room 371 of the 200 Building. Check your mailbox regularly for student submissions, schedule changes, school bulletins, memos about grading procedures, and student evaluation forms to be completed at the conclusion of the semester, etc.

Faculty Office Hours and Office Space

Roslyn Foy, OAD

415.581.8935 foyr@uchastings.edub

Adjunct faculty members are encouraged to make themselves available for student meetings during the week. For office space, please contact Roslyn Foy. Faculty Support Services

Faculty Support Services

Class Materials

Faculty Support, Administrative Assistants

Submission of class materials and photocopying projects of 100 pages or less may be given to Faculty Support. Completed projects are delivered to faculty mailboxes or to individual faculty offices upon request.

Classroom Seating Picture Charts

Divina Morgan, Administrative Assistant

To request a seating chart:

1. Pick up seating chart template from box of templates located in faculty mailroom (200 McAllister, room 371)
2. Write on outside of template folder:
 - a) Your Name (give all co-teachers' names also so duplicate charts can be created for them)
 - b) Course Title
3. Ask students to "print legibly" the name they are registered under at Hastings (& if go by a nickname, include it in parentheses)
4. After all students' names are written on the template, make a copy of it (for your use while waiting for finalized seating chart) and give template (in the folder) to Divina Morgan in faculty support, 200 McAllister, room 385

5. You will be emailed when completed seating chart has been put in your faculty mailbox.

Class Schedule Cards

Beverly Taylor, Administrative Assistant 415.565.4840 taylorb@uchastings.edu

A memo will be placed in your faculty mailbox with a blank scheduling card attached for you to fill out. Upon completion, Beverly Taylor will create your schedule card and it will be placed in your faculty mailbox.

Federal Express, Express Mail, and UPS

Faculty Support Administrative Assistants

The coordination of courier services are provided for faculty. Please feel free to bring packages to your Administrative Assistant.

Carrier packages i.e. Fed Ex. And UPS are signed for by mailroom personnel and then delivered to the faculty mailroom. Faculty Support Administrative Assistants will e-mail faculty individually for notification of these deliveries.

Faculty Judicial Clerkship Students Letters of Recommendation

Beverly Taylor, Administrative Assistant 415.565.4840 taylorb@uchastings.edu
Faculty letters of recommendation e-mail letters@uchastings.edu

Letters of recommendation are processed by Faculty Support and can be e-mailed to letters@uchastings.edu for processing on (OSCAR) On-Line System for Clerkship Application and Review or non-OSCAR judges.

First Class Assignments: Student Bulletin Boards

Beverly Taylor, Administrative Assistant 415.565.4840 taylorb@uchastings.edu

Beverly will send an email approximately two weeks prior to class commencement with an attached form that can be emailed back to her with your First Class Assignments. She will place them on the Hastings website and will post on the bulletin boards located in the lobbies of both 198 and 200 McAllister.

Office Supplies

Stephen R. Lothrop, Administrative Assistant 415.565.4782 lothrops@uchastings.edu

Office supplies are available and are ordered upon request by the Administrator in Faculty Support.

Professor and Course Evaluation Reports (PACE reports)

Divina Morgan, Administrative Assistant 415.565.4785 morgand@uchastings.edu

Performance and Course Evaluations (PACE) packets are distributed three weeks before the end of each semester. Please make sure to check your mailbox. PACE course summaries are distributed after they are scanned and processed. Copies of individual student evaluations are available upon request by contacting Divina Morgan in Faculty Support.

Sample Classes for Student Orientation

Stephen R. Lothrop, Administrator 415.565.4782 lothrops@uchastings.edu
Jacqueline Ortega, Student Services 415.565.4733 ortegaj@uchastings.edu

Sample class materials are submitted to the Administrator in Faculty Support. After the copies are made, the Administrator coordinates with the Director of Student Services for distribution of sample class handouts.

Travel Reimbursements Form and Check Requests

Stephen R. Lothrop, Administrator 415.565.4782 lothrops@uchastings.edu
Lesley J. King, Lead Administrative Assistant 415.565.4781 kingl@uchastings.edu

Travel reimbursements and check requests used with Faculty Development Accounts are processed by Faculty Support, Stephen Lothrop or Lesley King. Please provide original, itemized receipts, invoices, packing slips etc. to support the business expense for which you are seeking reimbursement. Proof of payment must be supplied for all transactions submitted to Account Payable. The proper forms will be filled out for your convenience. Once again, Fiscal Services has strict guidelines; having the appropriate documentation will help expedite your reimbursement. Approximate time for State funded development accounts carry a two week turn around. The Faculty Development Account Procedures manual may be viewed via this link:

http://uchastings.edu/site_files/Fiscal/DevelopmentAccountProceduresOct2006.pdf

Below is a snapshot of Fiscal's policy on travel reimbursements and requirements:

Travel Reimbursement Allowances Charged to State Accounts

Hastings College of the Law 1

Travel Reimbursement Allowances Charged to State Accounts

- As of December 07, 2007

Meals

\$42.00 per day for travel lasting more than 12 but less than 24 hours.

\$64.00 per day for travel occurring in 24 hour increments.

Travel must begin before 7 a.m. or end after 7 p.m.

Lodging

Lodging site must be more than a 50-mile radius of Hastings or the employee's residence.

Actual amount paid as determined by [Federal General Service Administration \(GSA\)](#) rates.

Airfare

Economy fare unless a documented medical accommodation is on file with HR; if so then business class is allowed.

Incidental Expenses

\$3.00 for every 24 hours of travel; no receipts are required.

Mileage Reimbursement (for Operation of Private Automobile)

Mileage rate as determined by [IRS](#).

For 2009, the reimbursement rate is 55.0 cents per mile.

The [Authorization to Use a Privately Owned Vehicle Form](#) must be on file with the CFO's office and updated annually before mileage reimbursement will be made.

Fax Machine

200 McAllister, Room 379 Fax Machine number for incoming faxes 415.565-4865

The Fax Machine is located in Room 379 of 200 McAllister. For outgoing faxes, dial 9 first, and then the fax number. For outgoing faxes not within the 415 area code, dial 9 and then 1, the outside area code, and then the fax number.

Instructional Media Services

Instructional Media Department, 198 McAllister, Room B27
Martin Pacholuk, Manager 415.565.4609 pacholuk@uchastings.edu
Laura Irvine 415.565.4609 irvinel@uchastings.edu
Requests for audio/visual media@uchastings.edu

Instructional Media Services provides classroom audio-visual and instructional media support for the Hastings Campus.

Typical support for faculty includes the following:

Lavaliere microphone (wireless clip-on lapel mic), Audio Visual equipment and support in all classrooms, seminar rooms and most lecture halls. Training is available for the lecture rooms and self-service instructions are in all rooms. DVD video, and/or audio recording of lectures may be placed with Library Services. Multimedia and Video production, editing and conversion are available.

Mailroom Services

200 McAllister, Room 129
Maurice Martinez, Mail Clerk 415.565.4603

The Drop off box is located in Room 129 of 200 McAllister. Deliveries are made in the morning and afternoon. Urgent mail may be given to Faculty Support staff to take to the Mail Room,

Parking

Hastings Garage, 376 Larkin Street
Angel Solano, Parking Services Manager: 415.355.9618 solanoa@uchastings.edu

All Faculty members, including adjuncts, are welcome to use the Hastings Garage. The Rate Schedule for an introductory time, through September 2009, is as follows: Early Bird rate (in by 8:00a.m. out by 6:00 p.m.) is \$10.00. Monthly is \$200.00 depending upon availability. 12 to 24 hours is \$22.00 maximum. Prices are subject to change without notice.

For more information, please contact Angel Solano, the Parking Services Manager.

Paycheck Distribution

Human Resources, 198 McAllister, Room M206
Hillary Kane, HR Analyst

415.565.4812 kaneh@uchastings.edu

Direct Pay

Please contact the Human Resources Office to confirm your records. A pay schedule is included in this packet and lists all the paydays for the 2009-2010 academic year. You will be paid on the first of every month, or occasionally on the last day of the month.

Photocopying

Business Center, 200 McAllister, Room 103

hours: M-F 8 am to 6 pm

415. 565.4807 / 565.4882

businesscenter@uchastings.edu

www.uchastings.edu/businesscenter

XEROX Multi Function Printers (Copy, Print, Scan to Email)
200 McAllister, Room 379 (Color) and 348A (B&W) located at the end of the hallway.

You will need a copy code to access any of the new Xerox Multi Function Printers throughout the College.

Copy Codes are available to all faculty and their research assistants. Codes may be obtained by contacting Faculty Support's Administrator, Stephen Lothrop at 565.4782.

The UC Hastings Business Center is owned by Hastings College of the Law and now managed by UCSF Documents, Media & Mail Services.

The Business Center offers full-service and self-service black & white and color digital copying and printing, large format (posters) in black & white and color, print & copy design and typesetting, website management, digital photography, videography, presentation development, and more. We also offer complete bindery services and stock recycled and specialty papers.

Safety and Security/Security Badges

Office of Safety and Security
198 McAllister, Room B6

415.565.4855

Access to the buildings during "closed" hours can be arranged by presenting a Hastings ID card to the security guards. ID slips for cards may be obtained from the Human Resource department. ID cards are processed by the Office of Safety and Security; this card will also identify you to the library staff.

Officers may be reached at the main desk. Red telephones are located throughout the College for emergency use.

Student Folders

Student Information Center /SIC, 200 McAllister, Room 105

If you cannot reach a student via email, you may wish to drop a note into the student's folder. Student Information Center (SIC) files are located on the first floor of 200 McAllister and can be used to communicate non-sensitive information. The files are identified by student name.

Student Handbook

All faculty are encouraged to review the information in the *Academic Regulations and Other Rules Applicable to Students* guide book. In particular, adjuncts should review the College's policies on grading, attendance, and examinations to become more familiar with the standards students are held to. A copy of the book will be distributed to each member of the faculty.

Westlaw and Lexis/Nexis Printers

WestLaw Printer, 200 McAllister, Room 371 (Faculty Mailroom)
Lexis/Nexis Printer, 200 McAllister, 348A

The printers for both Westlaw and LexisNexis are located in Rooms 377 and 348A of 200 McAllister.

Westlaw and TWEN Accounts

200 McAllister, Room 554
Linda Weir, Public Services Librarian 415.565.4761 weirl@uchastings.edu
Mark Cygnet, Hastings Westlaw Representative mark.cygnet@thomson.com

Please contact Linda Weir if you want to establish a Westlaw account or receive training on TWEN classroom management software to enable you to distribute assignments and materials electronically.

Student Employment: Research Assistants

Financial Aid Office, 200 McAllister, Room 275 415.565.4624
Gloria Davis, OAD 415.565.4864 davisgl@uchastings.edu

A detailed guide to Student Employment may be found at:

http://uchastings.edu/site_files/Fiscal/student-employment-guide08-09.pdf

Work Authorization forms for non-work study can be obtained in the Academic Dean's Office. Work-study forms can be obtained in the Financial Aid Office.

Policies & Regulations on College Activities

Selected sections

Honor Code: Plagiarism

Dishonesty, cheating, plagiarism, misrepresenting one's record or résumé when seeking a benefit or employment or knowingly furnishing false information to the College. In addition to the conduct customarily regarded as cheating, conduct of the following types shall also be deemed in violation of the prohibition against cheating: (1) turning in any examination or assignment which is not entirely the student's own work, unless otherwise expressly authorized; (2) referring to any material during an examination or in an assignment to which reference is not authorized; (3) violating the security provisions of Hastings' examination rules; and (4) submitting to obtain academic credit, without express authorization, a work product which is the same or essentially duplicative in language or research to a work product submitted for other academic credit or created in the course of employment.

Faculty Statement on Pluralism

The students, faculty, and staff of Hastings College of the Law are committed to creation of an environment where all people, individually and collectively, without regard to race, gender, national origin, religion, age, disability, class, or sexual orientation, are provided an unobstructed opportunity to develop while contributing to the sharing in the Hastings community and experience.

The Hastings community strives towards creating, perfecting, and maintaining an environment of cooperation based upon tolerance, honesty, justice, and respect for the development of the mind, body, and spirit in order to realize our human potential.

Approved by Faculty on May 1, 1989

Policy and Procedure on Sexual Harassment

1. *Policy.* The University of California, Hastings College of the Law is committed to the creation and maintenance of a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, and intimidation. Accordingly, all members of the College community should be aware that sexual harassment is prohibited both by law and by University of California policy and that the College will not tolerate sexual harassment, whether such conduct occurs on or off College property. It is the purpose of this Policy and Procedure on Sexual Harassment to establish standards for the prevention, correction and, where appropriate, discipline of behavior that constitutes sexual harassment.

2. Prohibited Conduct. No member of the College Community shall engage in sexual harassment.

3. Definitions.

a. Sexual Harassment. As used in this policy, the term "sexual harassment" shall mean unwelcome sexual advances or requests for sexual favors,

(1) submission to which is either explicitly or implicitly made a term or condition of the recipient's instruction, employment, or participation in other College-related activity;

(2) submission to or rejection of which is used as a basis for evaluation in making academic or personnel decisions affecting the recipient; or

(3) that have the purpose or effect of unreasonably interfering with the recipient's work or academic performance by creating an intimidating, hostile, or offensive working or academic environment.

The term "sexual harassment" also shall mean other speech or conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or academic environment.

Anything said or done in a classroom or as part of a course or other educational activity is not sexual harassment if the speech or conduct is said or done with a reasonable good faith belief that it is germane to the pedagogical purposes of the College. This exemption applies regardless of anything to the contrary elsewhere in this policy.

b. Member of the College Community. As used in this policy, the term "member of the College community" shall include faculty, students, and administrative and academic staff employees of the University of California, Hastings College of the Law.

Approved by Faculty on December 4, 1996