

Kalamazoo College
5 April 2007

To: All faculty and staff
From: President Eileen Wilson-Oyelaran

Kalamazoo College is committed to building an educational environment in which all of its members are able to contribute and develop to the fullest extent possible. To reach this goal, our campus community must work diligently to eradicate all forms of discrimination, including sexual harassment.

To this end, the College last year revised its harassment policies and procedures, and now a new training program, entitled Preventing Sexual Harassment, is online at <http://www.kzoo.edu/hr/policies.htm>. This interactive program was reviewed and recommended by the two faculty/staff committees that reviewed and revised the College's harassment policies in 2006. The program allows each of us, in less than an hour, or hour and a half, to educate ourselves about sexual harassment issues and maintaining a campus community where mutual respect is the norm.

The Community Council has recommended that this training be mandatory for all faculty and staff. I endorse this recommendation and am requesting that you complete the program by the end of June. This web-based training is accessible 24/7 from home or office, and can be completed in private, at your own pace. However, since this is mandatory training, division and departmental leaders have been asked to set aside time during the work day to allow staff the time to complete the course. Arrangements for computer access will be made where necessary. The Human Resources Office will automatically receive a notice when you have successfully completed the program.

To access the educational module, go to <http://www.kzoo.edu/hr/policies.htm>.

- **Those with supervisory responsibilities, including those who supervise student employees, should select the Supervisory version of the program.**
- **Non-supervisory, Faculty, Student and Guest versions are also available.**
- **New employees of the College will be required to complete the training within 30 days of their hire dates.**

I strongly endorse this program and reaffirm Kalamazoo College's commitment to foster an environment that recognizes the worth and the potential of every member of our community. Should you have comments or questions about Kalamazoo College's policy or want more information regarding the identification and prevention of harassment, please contact the Office of Human Resources.

Thank you for your active participation.