

## College Operating Procedures (COP)



**Procedure Title:** Designation and Notification of Equity Officer  
**Procedure Number:** 05-0102  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:2.05  
Florida Statute 1001.64 (4) (b); 1001.65 (3)  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 1/15/10; 02/16/10; 11/1/10; 4/16/12; 11/4/13;  
11/16/15

**Purpose Statement:** To designate College Equity Officer and identify responsible department official for insuring notification of Equity Officer.

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**Guidelines:**

**Equity Officer:** The Title IX Coordinator/Equity Officer in conjunction with College administration, staff, and faculty coordinates the College's compliance with appropriate statutes, laws and regulations related to civil rights, including equity and access. Additionally, the Equity Officer insures the submission of the College's Annual Equity Update Report and conducts investigations or collaborates with the administration to review or investigate complaints of harassment or discrimination based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status.

**Contacts:** Discrimination or harassment complaints or concerns may be reported to, Equity Officer at Florida SouthWestern State College, 8099 College Pkwy., Ft. Myers, FL, 33919, 239.489.9051 or [equity@fsw.edu](mailto:equity@fsw.edu).

Student equity concerns should be reported to the Vice President, Student Affairs at 239.433.6950 and the Equity Officer at 239.489.9051 or [equity@fsw.edu](mailto:equity@fsw.edu).

Employee or community equity concerns should be reported to the Equity Officer at 239.489.9051 or [equity@fsw.edu](mailto:equity@fsw.edu).

**Responsibility for Notification of Equity Officer:** The following College officials shall assure that all students, employees and the general public are notified of the name, address and telephone number of the person holding the title, Equity Officer, by roster and publication.

1. Director, Human Resources for placement of notices on campus, new employee orientation, Human Resources website, employment recruitment, etc.
2. Coordinators, Marketing and College Relations, and Director, Communications and Marketing for inclusion in appropriate student, staff and general publications.
3. The Dean of Students or designee for inclusion in appropriate student publications such as the College catalog, student services websites, student recruitment materials, etc.