

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;
06/23/17

Purpose Statement:

To designate College Equity Officer and identify responsible department official for insuring notification of Equity Officer.

Guideline:

Equity Officer: The Title IX Coordinator/Equity Officer in conjunction with College administration, staff, and faculty coordinates the College's compliance with appropriate state and federal, 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, 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.

Student equity concerns should be reported to the Dean of Students at 239.489.9067 and the Equity Officer at 239.489.9051 or equity@fsw.edu.

Employee or community equity concerns should be reported to the Equity Officer at 239.489.9051 or equity@fsw.edu.

The College widely disseminates the Equity Officer's name, address, and telephone number to the College Community by:

1. Posting the information on the College Website.
2. Including the information in College publications such as the College Catalogue, student recruitment materials, and other College materials.
3. Including the information on all job postings.
4. Physically posting notices in Campus buildings.