

Tennessee Technological University
Frequently Asked Questions for the Online Sexual Harassment Training
“PREVENTING SEXUAL HARASSMENT”

Why are we being required to do this?

Legal Requirements:

- Titles VII and IX of the Civil Rights Act of 1972
- Tennessee Code Annotated §49-7-122 (1993)
- TBR Policy P-080 and TTU Policy require measures to periodically educate and train employees regarding conduct that could be a violation of policy. All employees, including faculty members, are expected to participate in such education and training and to be knowledgeable of policies and guidelines concerning harassment.
- Because the courts have imposed stricter obligations on employers with regard to sexual harassment, TBR requires institutions to take measures to periodically educate and train employees regarding conduct that could constitute sexual harassment.

How do I access the online training?

Go to: <http://www.tntech.edu/aa/training> **OR** go to the Diversity and Legal Affairs (formerly Affirmative Action) web page and click on the "Online Sexual Harassment Training" link.

Who needs to complete the online training and mastery test?

All current employees, faculty, part-time employees, adjunct faculty, and graduate assistants are required to **retake** the online training and mastery test by **September 30, 2010**. **Everyone who has not yet taken the training or completed the training before July 1, 2010, is being asked to complete the training.** If you have a certificate dated after 7/1/2010 you may submit that certificate for credit.

Newly hired employees, faculty, part-time employees, and adjunct faculty, as well as temporary employees (with an appointment up to three months or longer), must complete the online training and mastery test **within 60 days of hire date**.

Graduate assistants with teaching assignments, administrative assignments over students, or research assignments that would involve authority over students, employees or community clientele must complete the training and mastery test **within 60 days of hire date**.

For student assistants/workers, completion of the training and mastery test is optional and to be done at the discretion of the administrative officer over the unit. Consider whether the student assistant/worker is serving in a role similar to a regular employee. If so, the University would be held responsible for the actions of the student assistant/worker in the same manner as any other employee. Departments may check with the Office of Diversity and Legal Affairs to ascertain if the training is required for student assistants/workers.

Which program module should I complete?

- (1) First Time User. If you have not previously completed the course. You will then choose either “Faculty,” “Supervisory,” “Non-Supervisory,” or “Student” based on your employment status at the University;
- (2) Refresher. If you have previously completed the course, you may choose this option;
- (3) Guest. This option is for community persons interested in the training. TTU employees will not use this option.

Do I have to complete the training in one sitting, and how long will it take?

Since it is online, you have the option to complete the training anywhere and anytime you decide. If you are interrupted, you can always go back and pick up where you left off. Normally, it should take from 45-90 minutes to complete the online training and mastery test. However, it may take longer if you click on underlined items (links) in the training for additional information. It takes approximately 20 minutes to complete the Refresher training and mastery test. You may choose this option if you have previously taken the online harassment training.

Persons who do not have access to the Internet should have their unit coordinator contact the Diversity and Legal Affairs office at 372-3016 to arrange for training.

What is the mastery test, and who should complete the test?

Every employee and faculty member will be required to complete the mastery test and obtain a score of 80% or higher to satisfy this training requirement. If you have difficulty scoring 80%, you can take the test again until you reach 80%.

The mastery test consists of approximately 15 questions related to the training material. You will receive immediate feedback if you select a wrong answer. If you leave the test and return at a later date, you may not receive the same questions since the questions are randomly selected. At the end of the mastery test, to show your completion, you will be asked to fill in your name, T-Number and (from a "drop down menu") identify your status, department, and division. You must complete this information to receive credit for the training.

You must print your certificate when prompted by the program. The program will not allow a certificate to be printed after you exit the program. If you complete the mastery test and receive your score but are unable to print a certificate of completion, notify the Office of Diversity and Legal Affairs (formerly Affirmative Action) at affirmact@ntech.edu or 372-3016. A certificate can be completed and sent to you. Please include your name, T-Number, department, TTU box number and the date you completed the test.

You should print a second copy of the certificate to retain for your personal records.

How will the University know if I have completed the mastery test?

You must submit a copy of your completion certificate to your supervisor or the person designated to receive the certification for your unit no later than **September 30, 2010**. Retain the second certificate for your personal records.

Can I use the online training for other purposes or class instruction?

This material may be used by University classes and organizations to provide information for class discussion or extra credit for classes. It is the responsibility of the individual to provide a copy of the certificate for these purposes.

Questions? Rachel Rader, Director, rrader@ntech.edu
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Diversity and Legal Affairs, (931) 372-3016