
Purpose: Policy Related to mistreatment of students in the teacher-student Relationship

I. Statement of Philosophy

San Juan Bautista School of Medicine is committed to fostering an environment that promotes academic, ethical and professional success of faculty and students. The achievement of such success is dependent on an environment free of behaviors which can undermine the mission of our institution.

An atmosphere of mutual respect, collegiality, fairness, and trust is essential, and is expected from both teachers and students who bare significant responsibility in creating and maintaining this atmosphere. Teacher also bare particular responsibility with respect to their evaluative roles relative to student work and with respect to modeling appropriate professional and ethical behaviors. Teacher must be ever mindful of this responsibility in their interactions with their colleagues, their patients, and those whose education has been entrusted tow them.

II. Responsibilities in the Teacher/Learner Relationship

A. Responsibilities of teacher

1. Treat all students impartially regardless of age, gender, race, ethnicity, national origin, religion, disability or sexual orientation
2. Treat all students with respect and fairness
3. Provide current material in an effective format suitable for learning
4. Be on time for didactic, investigational, and clinical encounters
5. Provide timely feedback with constructive suggestions and opportunities for improvement when needed

B. Responsibilities of students

1. Treat all peers and faculty with respect and fairness
2. Treat all peers and faculty equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation
3. Devote the time and energy to his studies necessary to achieve the goals and objectives of each course.
4. Be on time for didactic, investigational, clinical, and other academic activities

5. Communicate concerns/suggestions about the curriculum, didactic methods, teachers, or the learning environment in a respectful professional manner

III. Behaviors Inappropriate to the Faculty-Students Relationship

These behaviors are those which demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviors, certain actions are clearly inappropriate and will not be tolerated by the Institution. These include, but are not limited to, the following:

Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or threat of the same;

Sexual harassment or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation;

Loss of personal civility including shouting, public or private humiliation, displays of temper (such as throwing objects);

Discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability or sexual orientation;

Request for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand;

Grading/evaluation based on criteria not related to performance, effort, or level of achievement.

IV. Avenues for addressing inappropriate Behavior in the Faculty/Students Context

A. Students Concern

Students may address situations in which they feel that they have been the object of inappropriate behavior at various levels. At the most basic level, the most effective way to handle a situation may be to address it immediately and non-confrontationally. Oftentimes, a person is simply unaware that his/her behavior has offended someone, or even if aware, will correct the behavior appropriately if given the opportunity to do so in a way that is not threatening.

If such a request is not successful, or the person repeats the behavior, or the student does not feel comfortable speaking directly to the teacher about his/her conduct. In those cases, it may be helpful to discuss behavioral instances with course coordinators or department chairs. Students may choose to speak to their respective Associate Deans, for advice and counsel about these issues. These officers may offer additional suggestions for resolving the matter informally.

If no satisfactory solution is reached, after these discussions or the student does not feel comfortably speaking to these individuals, he/she may bring the matter formally to the attention of the School Administration. The avenues for this are more formal and reporting vary depending upon the status of the reporting individual.

B. Faculty Concerns

If a teacher feels that a student has inappropriate behavior, it is likewise most effective to address the situation immediately and non-confrontationally. If the matter is not resolved satisfactorily, the teacher should contact the course coordinator. To discuss the matter, they must contact the corresponding Associate Dean.

C. Anonymous Reports

If a student and/or faculty member does not feel comfortable speaking directly to school officials, they may report the inappropriate behavior anonymously through the SJB Student Hotline by filling out the Incident report at:
<http://www.sanjuanbautista.edu/student-life/sjb-student-hotline.html>

V. Procedures for Handling Allegation of Inappropriate Behavior in the Faculty/Student Context

- A. If the behavior involves unlawful discrimination or sexual or other forms of unlawful harassment, the matter will be referred to the corresponding Associate Dean, which in turn will refer the case to the Academic Dean.
- B. If the behavior involves unwanted physical contact or other forms of violence or threatening acts, the matter may be referred for evaluation under the Dean of Administration and Human resources, who may choose to notify the Municipal Police Department.
- C. The School of Medicine is committed to the fair treatment of all individuals involved in this process. All efforts will be made to maintain the confidentiality of the process, and subject to the

overriding concern of a prompt and fair investigation and/or resolution of the complaint.

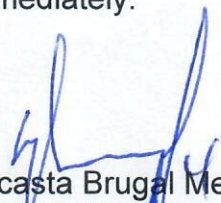
- D. The School of Medicine will not tolerate any form of retaliatory behavior towards students who make allegations in good faith. Individuals who believe that action has been taken against them in retaliation for raising concerns under this policy, may address those concerns through the procedures described in this policy.
- E. Records of all communications, as well as the written reports of the Associate Dean and the Ad Hoc committee will be kept in the Office of the Academic Dean.
- F. If it is determined that the allegations from the complaint were not made in Good faith, the student or post-graduate will be referred for disciplinary action under the appropriate Institutional procedures.

VI. Procedures for Handling Anonymous Allegations of Inappropriate Behavior in the Faculty/Student Context

- A. When an anonymous report is received, the Associate Dean of Student Affairs will initiate an informal investigation.
- B. If the behavior involves unlawful discrimination or sexual or other forms of unlawful harassment, the matter will be referred to the corresponding school official for due process

Effectivity:

The dispositions contained in this Executive Order will be effective immediately.



Yocasta Brugal Mena, MD
President/Dean

Approved: July 21, 2006
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