

Required Online Employee Respect Course

Shepherd University is committed to providing an equitable, inclusive, and respectful campus culture and environment, free from any form of harassment, discrimination, or violence. We recognize the significance and impact of violence and harassment on campuses across the country, and we understand the importance of educating our campus community to ensure a safe and welcoming living, learning, and working environment for all students and employees. Shepherd University does not tolerate discrimination, harassment, or retaliation. We are dedicated to promoting a campus climate based on the values of civility, mutual respect, and human dignity.

We all play a role in eliminating violence and creating a culture of respect on campus!

At Shepherd University, all Employees are considered “Responsible Employees.”

Under Title IX, “Institutions must provide training to employees they have deemed responsible to receive and report potential Title IX violations.”

Responsible Employees are required to receive training that provides information outlining:

1. The duty to report knowledge of sexual misconduct, harassment, violence, and discrimination
2. The policies and procedures for resolving complaints sexual misconduct, harassment, violence, and discrimination
3. The requirement to provide students with information about: (1) available resources for advocacy, counseling, and other support services; (2) their right to report or file a Title IX Complaint; (3) additional options for resolving complaints of harassment, discrimination, and violence.

Under the Violence Against Women Act (Amendments to the Clery Act) Institutions of Higher Education must provide new employees with primary prevention and awareness programs that promote the awareness of sexual violence, including dating violence and stalking. Institutions must also incorporate ongoing prevention and awareness campaigns for all students, faculty, and staff. *Prevention and Awareness programs are culturally relevant, inclusive of diverse communities and identities, sustainable programs and training informed by research that promote safety, reduce harm, and prevent violence and harassment.*

As a way of ensuring that we are all on the same page, **all Shepherd Employees are required to complete the Shepherd University Employee Respect Course. BE SURE TO COMPLETE BOTH PART 1 AND PART 2!**

Please follow these instructions to login and complete the course:

1. Login to Sakai here <https://courses.shepherd.edu/portal> (this will be same login information as your email – for questions email itworkorder@shepherd.edu)
2. Click on “Sites” in Top Right Corner next to your name
3. Find “Employee Respect” course site under Projects and click on the course

4. Follow Instructions on Sakai Respect Course Homepage

Please plan on roughly fifty (50) minutes for Part 1 and fifty (50) minutes for Part 2. **You are required to complete both Parts 1 & 2 by June 1, 2021.** This requirement date may be modified by your supervisor to require an earlier completion date.

Please use the Firefox or Google Chrome browsers to complete this course. We have experienced some issues with the content loading when browsing with Internet Explorer (IE) and Safari.

If you are still having trouble with completion using Sakai, you may use links found in the “Assignments” section of the Sakai courses to complete the training and submit the course completion certificates into corresponding assignments for Part 1 and Part 2.

We value every member of our community. It will take all of us to create a culture of respect and a community free from violence. Thank you for your continued commitment to the values of our Shepherd community.

Annie Lewin, J.D.
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