

## **Department of Biological Sciences Texas Tech University**

### ***Promoting an Atmosphere of Academic Excellence***

The Department of Biological Sciences at Texas Tech University comprises a diverse community of faculty, students, and staff from many different countries, cultures, races, and religions, all looking to be part of the academic experience and give back to our communities through research, teaching, and service. The department embraces the multicultural constituency and fully supports the mission of the university to treat diversity as an asset that will be protected, supported, and enhanced in all of our academic and social programs. To enhance these aspects of our department, all employees will be trained to assure compliance with all state and federal guidelines for equal employment opportunity and procedures to prevent discrimination, sexual harassment, sexual assault, and sexual misconduct in the workplace.

The department strives to provide our students, staff, and faculty with the very best atmosphere for all academic pursuits. In so doing, we wish to create a healthy and safe environment in which each individual can achieve their professional goals without discrimination or harassment. Our efforts focus not only on avenues of scholarly activity but also on the social and behavioral environment in which our students and employees work every day. Leadership on these mandates must start at the top to set the example and establish the criteria expected for all participants in our academic programs. Respect for our students and coworkers requires diligence from all who conduct activities associated with the Department of Biological Sciences. These activities need not be confined to the premises of the building or university property, but shall include conduct at professional conferences, group gatherings, or events in which persons are recognized as affiliated with the department and Texas Tech University. Inadvertent, unintended statements or behaviors may be interpreted as intimidating or hostile by others. We ask that all of our employees realize that their individual behaviors affect their own and the department's reputations.

The department shall foster a workplace that is free of discrimination by gender, race, religion, disability, national origin, age, and sexual orientation. Likewise, we cannot accept creation of a hostile work environment created by overt aggression or unreasonable demands against any student or employee. The department works closely with the university's Dean of Student's Office and the Equal Opportunity Office to address reports of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that create a hostile environment for students, staff and faculty. We will not tolerate any behavior that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work or learning environment. The department recognizes that prevention is the best tool to eliminate misconduct in the workplace. All department employees are required to undertake Equal Employment Opportunity (EEO) and Title IX training as a requisite for their continued employment.

Each of us has the responsibility to uphold the best standards of respect for others and for the institution in which we work. Failure to uphold these standards may require thorough investigation, suspension of normal work activities, additional training, or, in severe cases, demotion or dismissal. Employees, students, or third parties who feel that they have a complaint or wish to discuss an uncomfortable

situation are strongly encouraged to contact one of the offices listed below. All matters will be seriously considered.

---

**Contacts and web sites:**

For assistance in procedures, concerns, or consultations regarding departmental issues of any nature please contact the Department of Biological Sciences Chair, Associate Chairs, or the Chair of the Graduate Student Affairs Committee:

Dr. Ronald K. Chesser  
Chairman  
Department of Biological Sciences  
Room 108  
MS 43131  
Texas Tech University  
Lubbock, Texas 79409-3131

[ron.chesser@ttu.edu](mailto:ron.chesser@ttu.edu)  
806.834.0121

Dr. Nancy McIntyre  
Associate Chair  
Department of Biological Sciences  
MS 43131  
Texas Tech University  
Lubbock, Texas 79409-3131

[nancy.mcintyre@ttu.edu](mailto:nancy.mcintyre@ttu.edu)  
806.834.7977

Dr. Robert Bradley  
Associate Chairman  
Department of Biological Sciences  
MS 43131  
Texas Tech University  
Lubbock, Texas 79409-3131

[Robert.bradley@ttu.edu](mailto:Robert.bradley@ttu.edu)  
806.834.1303

Dr. Lou Densmore  
Chair, Graduate Student Affairs Committee  
Department of Biological Sciences  
MS 43131  
Texas Tech University  
Lubbock, Texas 79409-3131

[lou.densmore@ttu.edu](mailto:lou.densmore@ttu.edu)  
806.834.6479

For all complaints or concerns against an employee of Texas Tech University (this includes faculty, instructors, staff, graduate students, and student workers), for issues of non-discrimination and anti-harassment, and violations of employment and other laws – see OP 40.01 and OP 40.02 at

<http://www.depts.ttu.edu/opmanual/OP40.01.pdf>

<http://www.depts.ttu.edu/opmanual/OP40.02.pdf> or contact the TTU EEO office at:

Texas Tech Office of Equal Opportunity:

System Administration Building, Room 208  
806.742.3627  
<http://www.texastech.edu/offices/equal-employment/>

Mailing address:  
Office of Equal Opportunity  
Texas Tech University System  
Box 1073  
Lubbock, Texas 79409

For complaints of discrimination and/or harassment by a student against a student contact the Office of the Dean of Students. These communications can remain anonymous, at your discretion. See OP 40.02 at <http://www.depts.ttu.edu/opmanual/OP40.02.pdf> or contact the Office of the Dean of Students at:

Office of the Dean of Students  
201 Student Union  
Texas Tech University  
Box 45014  
Lubbock, Texas 79409  
806.742.2984  
[deanofstudents@ttu.edu](mailto:deanofstudents@ttu.edu)

Texas Tech policies on sexual harassment, sexual assault, sexual misconduct, and Title IX procedures are found at <http://www.depts.ttu.edu/opmanual/OP40.03.pdf>. Students, employees, and third parties are encouraged to report incidents of sexual harassment or misconduct to the following offices:

Charlotte Bingham  
Office of Equal Opportunity  
System Administration Building, Room 208  
Box 1073  
1508 Knoxville,  
Lubbock, Texas 79409  
806.742.3627  
[eeo@ttu.edu](mailto:eeo@ttu.edu)

In instances of complaints of gender discrimination only, persons may also contact the Title IX Coordinator

Kimberly Simon  
Title IX Administrator  
163 Administration Building  
Texas Tech University  
Lubbock, Texas 79409  
806.834 1949  
[kimberly.simon@ttu.edu](mailto:kimberly.simon@ttu.edu)