

**FAQ's FOR THE IMPLEMENTATION PLAN  
UNIVERSITY OF MEMPHIS ON-LINE SEXUAL HARASSMENT TRAINING  
PREVENTING SEXUAL HARASSMENT (PSH)**

**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 UM Policy states that all employees will receive training on sexual harassment annually.

**How Do I Access the On-Line Training?**

- The U of M web address is <http://www.newmedialearning.com/psh/umemphis>, or
- Go to the University's Web Page <http://www.memphis.edu/presweb/affirmact/training.html>, or
- Go to the Affirmative Action Office Web page and click on the "Tutorial" button.

**Who Needs To Complete the On-Line Training and Mastery Test?**

- All current employees, faculty, graduate assistants, and part-time employees and faculty are required to complete the on-line training and mastery test by **January 31, 2005**.
- Newly hired regular or regular part-time faculty, administrative and staff members as well as temporary employees (with an appointment up to three months or longer) and part-time faculty must complete the on-line training and mastery test **within 60 days of hire date**.
- Graduate Assistants with teaching assignments must complete the training and mastery test **within 60 days of hire date**.
- Graduate Assistants with administrative assignments over students must complete the training and mastery test **within 60 days of hire date**.
- Graduate Assistants with research assignments that would involve authority over students, employees, or community clientele must complete training and mastery test **within 60 days of hire date**.
- Student Assistants, 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 worker in the same manner as any other employee. Departments may check with the University Affirmative Action Officer to ascertain if the training is required for student workers/assistants.*

**Which Program Module Should I Complete?**

- You will begin the tutorial program under your appropriate employment status at the University.

- Your choices for the modules: Faculty, Supervisory, Staff or Student. There is also a Visitor's option for community persons.

### **Do I Have to Complete the Training In One Sitting and How Long Will It Take?**

- Since this is on-line, you have the ease to complete the training anywhere and any time you decide. If you get interrupted, you can always go back and pick up where you left off.
- Normally, it should take from 45-90 minutes to complete the on-line training and mastery test. However, it may take longer if you click on underlined items in the training for additional information.
- Persons who do not have access to the Internet may contact the Affirmative Action Office to borrow a CD to complete the training. If you use this option, the certificate of completion for the Mastery Test component must be printed and submitted to the Affirmative Action Office since this program is Internet based and the monitoring company will not otherwise have a record of your completion.

### **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.

*The Mastery Test consists of approximately fifteen (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. If you want a personal certificate, you need to print the certificate while you are in the program. The program will not allow a certificate to be printed after you exit the program.*

- At the end of the Mastery Test, to show your completion you will be asked to fill in your name and, from a "drop down menu," identify your status, department and division.

### **How Will the University Know If I Have Completed the Mastery Test?**

- The University has contracted with the vendor to provide immediate and monthly updates of persons completing the training and Mastery Test. The University's Affirmative Action Office will maintain these lists.
- If you borrow one of the CD's from the Affirmative Action Office, you must print your Certificate of Completion before you exit the program and give a copy to the Affirmative Action Office for recording.

### **Can I Use the On-Line Training For Other Purposes Or Class Instruction?**

- Many times this issue is used for class discussions. Other universities have used this program to give students additional information and extra credit for classes.
- Community persons or companies with less than 20 employees may use the program and should access the tutorial program under the Visitor module.

**Questions:** Contact Michelle R. Banks at (901) 678-2713 or [mbanks@memphis.edu](mailto:mbanks@memphis.edu)