

# Duke | *the Program* *in Literature*

## Collective Statement on Climate, Values, and Conduct

*| Adopted Fall, 2021 |*  
*| This Statement remains a “living document” that we*  
*will revisit annually |*

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## PREFACE

**To fulfill the educational, research, and professional mission of the Program in Literature, we uphold the present “Collective Statement on Climate, Values, & Conduct,” which has been written in the spirit of respect, support, inclusion, accountability, and transparency.**

Below, we share departmental and university-wide values and expectations of conduct based on which we hold ourselves accountable as students, researchers, educators, and administrators, and through which we aspire to do our work and support each other respectfully and professionally. We stand firmly committed to issues of diversity, equity, and inclusion, and we agree to create an environment that actively supports the humanity, dignity, and safety of our students, our staff, and our faculty. This Statement is expressly intended to support members of our community in their navigation of situations that can arise in academic departments. Accordingly, it does not address many situations that might be covered by Faculty Handbook policies, Duke Human Resources regulations, or the legal system.

To this end, our collective commitments regarding departmental values and conduct are outlined below. This is a working document that we will revisit each year to remind ourselves of the commitments outlined here, but also with the intent of updating these based on feedback and guidance from our community members.

# 1. STATEMENT ON VALUES

The Program in Literature supports a climate that facilitates personal and career growth, welcomes, and includes all backgrounds and viewpoints, and supports its community. We understand that the achievement of our individual and collective goals depends on a culture of mutual respect and collegial interaction among all its community members: undergraduate and graduate students, postdoctoral fellows, staff, faculty, and visitors. This includes interactions in-person and electronic, both named and anonymous, at Duke or when representing Duke at external events.

We affirm our collective obligation to fostering a community where all members can thrive. With this:

- we remain committed, in both our teaching and research undertakings, to open expression and exchange of ideas, and to the consideration of controversial topics from multiple points of view, within a climate of respect, understanding, and inclusiveness
- we pledge to treat one another with kindness and thoughtfulness, acknowledging and honoring each person's individual worth and unique contributions to our community
- we dedicate ourselves to creating an environment that is inclusive, diverse, and equitable, where individuals are encouraged to retain their uniqueness and can feel a sense of belonging no matter their background or identities, including, but not limited to: age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, or veteran status (collectively, "protected status" or "protected characteristics", as defined by Duke's Policy on Prohibited Discrimination, Harassment and Related Misconduct), as well as socioeconomic background, marital status, political affiliation, or educational background and academic rank
- we agree to uphold the highest standards of professional ethics, to not tolerate insulting, dismissive, or hateful remarks and actions, and to recognize that assumptions or long-cherished beliefs can and should be challenged
- we take responsibility for providing a clear and reliable process for reporting and responding promptly to reports of violations of these standards, and for promoting a shared understanding of our accountability for our actions and the effects they may have
- we share and abide by Duke University's Statement on Values & Culture, its Code of Conduct, its Community Conduct Statement, its Policies, and its Policy on Prohibited Discrimination, Harassment and Related Misconduct (see Section 5 of this Statement)

## 2. STATEMENT ON CONDUCT

All community members and visitors will abide by our Collective Statement outlined here, as well as Duke's Statement on Values and Culture, its Community Conduct Statements, its Code of Conduct, and its Nondiscrimination Statement and Policy on Harassment (see Section 5 of this Statement).

Creating a supportive climate within our department but also in our work with other departments, institutions, and collaborators is critical to our mission. Our commitment to a constructive and rewarding climate requires a commitment to inclusion, diversity, and equity. With this, we affirm our pledge to equal opportunity and fair treatment of all members of our community: undergraduate and graduate students, postdoctoral fellows, staff, faculty, and visitors. We will conduct ourselves in a manner that is welcoming to all and free from any form of discrimination, harassment, or unprofessional behavior, as outlined in this Collective Statement on Climate, Values, and Conduct.

Cultivating a culture that is welcoming, inclusive, and constructive for all requires a continued commitment to standards of mutual respect, collegiality, and professional conduct, always upheld. It also requires confronting the legacies of racism, misogyny, homophobia, antisemitism, and other forms of bias. We pledge ourselves to countering bias, to fostering diversity in our department, and to not tolerating any inappropriate actions or statements based on individual characteristics such as age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, veteran status, socioeconomic background, marital status, political affiliation, or educational background and academic rank. **Disruptive, harassing, or unwanted behavior of any kind will not be tolerated. These behaviors include, but are not limited to, inappropriate or intimidating actions, gestures and language, unwelcome jokes or inappropriate comments, unwanted touching or attention, offensive images, and other nuisance behaviors.** The reporting of grievances related to such behaviors is outlined in the following Sections 3 and 4.

Some behaviors that threaten free, open, and respectful discussions fall under the category of discriminatory behaviors that violate federal law, including assault, sexual harassment, research misconduct, and asset misappropriation. In these cases, any faculty member, staff member, or student who becomes aware of such a complaint is legally required to notify University administrators. Departmental officers can help faculty, staff, and students to locate the proper administrator. Please also refer to the resources linked in Section 4 of this Statement.

### 3. DEPARTMENTAL REPORTING

A healthy and supportive climate depends on effective communication, not only for reporting problems but for helping reinforce and model positive behaviors. Channels of communication need to be open and transparent, mutually respectful, and available to anyone in the community.

Many issues can be worked out via direct conversation; for example, someone may not be aware of how their actions are being perceived, or of the harm they are causing. We recognize that this will not be possible in some circumstances, either because of the nature of a concern or because of a social/professional relationship. However, in other cases, respectful and frank discussions can improve situations without requiring external intervention.

All members of the community are accountable for their actions. It is important that we collaborate to prevent and to respond to actions that undermine a positive environment for work, education, research and other scholarly or professional activities. Certain behaviors that threaten our free, open, and respectful participation in our collective community, and which do not fall under the category of federally specified discriminatory behaviors, are considered a violation of our conduct policy. These should be reported to a departmental administrator as is appropriate to your situation and level of comfort; all concerns will be heard and considered respectfully:

- the Chair, for **any member of our community**, including undergraduate and graduate students, postdoctoral fellows, staff, faculty, and visitors
- the Director of Graduate Studies (DGS), for **graduate students**
- the Primary Advisor, for **graduate students**
- the Post-exams/Job Placement Advisor, for **graduate students**
- the Members of the DGS Advisory Committee, for **graduate students**
- the Members of the Post-exams/Job Placement Advisory Committee, for **graduate students**
- the Director of Undergraduate Studies (DUS), for **undergraduate students**
- the Members of the DUS Advisory Committee, for **undergraduate students**
- the immediate Supervisor or Business Manager, as well as the Duke Human Resources Policy Manual, for **staff**

When a potential violation is reported, the reporting party can expect to be taken seriously and to be informed of actions taken in response to the complaint, consistent with legal limits on the sharing of information about individual employees or students. Requests to keep the information confidential will be respected whenever feasible; no case will go forward without anonymity, unless with the express request of the complainant. Responses may range from

verbal communication or warnings to notification of appropriate University authorities and restrictions on participation in departmental activities.

**Retaliation for the reporting of incidents is a violation of this policy and of Duke University policy.** By this, retaliation is prohibited against:

- an individual who files a complaint or report of discrimination, harassment, or related misconduct
- an individual against whom a complaint is filed
- an individual who participates in the reporting, investigation, or adjudication of possible violations of this Policy, or exercises any other right under this Policy
- an individual who engages in good faith opposition to what the individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy

The expectations and process set out above apply to cases that harm the climate of the department and the wellbeing of its members. The department is legally required to notify University administrators of all complaints or cases of discrimination that violate federal law, including assault, sexual harassment, research misconduct, or asset misappropriation. Mechanisms for discussing grievances of any type are also available through Duke University channels designed specifically for students, staff members, or faculty members. For details, see Sections 4 of this Statement.

## 4. A GUIDE TO NON-DEPARTMENTAL REPORTING

Sometimes, circumstances may be such that reporting to someone outside of the department is preferable. In this case you are encouraged to report your concerns to:

- the Ombudsperson
- the Trinity Graduate Dean
- the Dean of Humanities
- the Graduate School
  - the Senior Associate Dean for Academic Affairs
  - the Dean of the Graduate School
- the Office for Institutional Equity
- the Office of Student Conduct and Community Standards
- Blue Devils CARE (to discuss concerns about another community member's well-being):
  - Anytime Telehealth for Students (for graduate students and postdoctoral fellows)
  - Personal Assistance Service (for faculty and staff)

### Non-Confidential Resources

If you report concerns to a Non-Confidential Reporting Option, someone will reach out to you to provide information regarding resources, support, and how to file a complaint. You are not required to respond. You do not need to file a complaint to receive support.

- **Office for Institutional Equity (OIE)**
  - <https://oie.duke.edu>
  - [oie-help@duke.edu](mailto:oie-help@duke.edu)
  - 919-684-8222
- **Office of Student Conduct and Community Standards**
  - <https://studentaffairs.duke.edu/conduct>
  - 919-684-6938
- **Staff and Labor Relations**
  - <https://hr.duke.edu/about-hr/department/staff-labor-relations>
  - 919-684-2808
- **Duke University Police Department:**
  - <https://police.duke.edu>
  - 919-684-2444 | Emergency: 911



## Confidential Resources

Confidential resources will not share information about a report without the individual's express written permission unless there is a continuing threat of serious harm to the Complainant or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor). These individuals can also help an individual make a report to the University.

- **Ombudsperson**
  - <https://oie.duke.edu/ombuds>
  - 919-660-2444 (*students*)
  - 919-668-3326 (*medical school students*)
  - 919-949-8687 or 919-681-7788 (*faculty*)
- **Women's Center**
  - <https://studentaffairs.duke.edu/wc>
  - 919-684-3897
- **Office for Gender Violence Prevention & Intervention**
  - <https://studentaffairs.duke.edu/wc/gender-violence>
  - 919-684-3897
  - 919-970-2108 (*after-hours | weekends | holidays*)
- **Counseling & Psychological Services (CAPS for students)**
  - <https://studentaffairs.duke.edu/caps>
  - 919-660-1000
- **Student Health**
  - <https://studentaffairs.duke.edu/studenthealth>
  - 919-681-9355
- **Personal Assistance Service (PAS)**
  - <https://pas.duke.edu>
  - 919-416-1727 (*employees*) |
  - 800-387-2281 (*employees based at Duke Raleigh Hospital & Wake County*)
- **Durham Crisis Response Center (DCRC)**
  - <https://thedcrc.org>
  - 919-403-6562 (*English*)
  - 919-519-3735 (*Español*)
  - 866-348-9473 (*24-Hour Number*)

## Further Information

### **The Ombudsperson**

Duke University ombudspersons offer neutral and confidential guidance on a variety of issues for all students and faculty at Duke. They can:

- provide a neutral, safe, and confidential environment to talk
- listen to concerns and complaints and discuss appropriate options
- help to evaluate those options
- assist in resolving problems or conflicts
- provide information about or referral to university resources

The ombudsperson is also one of the university's confidential resources for situations involving sexual misconduct, along with the **Women's Center** staff, **Counseling and Psychological Services** staff, **Student Health** staff, and clergy acting as such in their professional role at Duke.

### **Student Sexual Misconduct Policy and Procedures**

The Student Sexual Misconduct Policy describes to whom violations of this policy should be reported; avenues for confidential reporting; immediate/interim/long-term measures available to the complainant and the respondent; how the university will investigate and resolve alleged violations; possible sanctions; and, the appeal process.

- <https://studentaffairs.duke.edu/conduct/z-policies/student-sexual-misconduct-policy-dukes-commitment-title-ix>

Specifically, the **Office of Student Conduct and Community Standards** is primarily responsible for implementing these procedures; the Office for Institutional Equity assists by investigating reports that the Office of Student Conduct refers to it. Anyone with concerns about a possible violation of the Student Sexual Misconduct Policy by a student is encouraged to contact the Office of Student Conduct:

- <https://studentaffairs.duke.edu/conduct/report-incident>
- [conduct@duke.edu](mailto:conduct@duke.edu)
- 919-684-6938

### **Reporting an Incident: An Interactive Guide for Graduate School Students**

This guide helps Duke Graduate School students understand the options and processes for reporting harassment, discrimination, and other concerns. Choose a situation below for guidance and resources. (Note: This guide is written specifically for students in Ph.D. and master's programs in The Graduate School.)

- <https://projects.gradschool.duke.edu/reporting/>

### **Reporting an Incident to the Office for Institutional Equity (OIE)**

The Office for Institutional Equity facilitates the intake and investigation of harassment allegations under Duke's Policy on Prohibited Discrimination, Harassment and Related Misconduct (PPDHRM).

- <https://oie.duke.edu>

Use the confidential online Incident Reporting tool to provide OIE with preliminary information concerning incidents of protected status harassment, discrimination and related misconduct involving students, faculty, or staff. OIE will respond to all submissions regardless of the nature of the report and will forward it to the office responsible for addressing it, as appropriate. Though the form may be submitted anonymously, Duke University cannot provide supportive measures with anonymous submissions. In addition, anonymous reports may also impact the University's ability to investigate and/or take disciplinary action.

- Complaints and Concerns: <https://oie.duke.edu/complaints-and-concerns>
- Reporting process: <https://oie.duke.edu/reporting-process>
- Report an incident: [https://duke.qualtrics.com/jfe/form/SV\\_8phpNwgGLhweGpf](https://duke.qualtrics.com/jfe/form/SV_8phpNwgGLhweGpf)

### **Reporting an Incident to the Office of Student Conduct and Community Standards**

The Office of Student Conduct and Community Standards facilitates the resolution of harassment matters in which the respondent is an undergraduate or graduate student according to the procedures set forth in the Resolution of Student Conflict and Alleged Violations of University Policy:

- <https://studentaffairs.duke.edu/conduct>

### **Reporting of Harassment Not Involving a Protected Class Status**

To report other violations (for instance, if you witness or are asked to participate in actions that are not consistent with Duke's Values), please go to:

- <https://values.duke.edu/speak-up-reporting/>

### **RCR Training Opportunities**

The Duke Graduate School regularly offers RCR training in a range of topics including those identified by the US Office of Research Integrity as well as other areas necessary for your professional development as a scholar engaged with your research community.

- <https://gradschool.duke.edu/professional-development/programs/responsible-conductresearch/rcr-topics>

## 5. DUKE UNIVERSITY STATEMENTS, POLICIES, & PROCEDURES

### **Duke on Values & Culture, Code of Conduct, Community Conduct, and Policies**

- Statement on Values & Culture
  - <https://values.duke.edu>
- Community Conduct Statements
  - <https://values.duke.edu/resource-links/community-conduct-statements/>
- Code of Conduct
  - <https://values.duke.edu/wp-content/uploads/sites/60/2019/08/Code-of-Conduct-BoT-Endorsed-December-1-2018-FINAL-One-Hotline.pdf>
- Duke Policies
  - <https://policies.duke.edu>

### **Duke Policy and Procedures on Prohibited Discrimination, Harassment and Related Misconduct (PPDHRM)**

- Introduction of Policies, Procedures, and Statements
  - <https://oie.duke.edu/introduction-policies>
- Policy on Prohibited Discrimination, Harassment, and Related Misconduct
  - <https://oie.duke.edu/ppdhrm>
- Title IX Sexual Harassment Grievance Procedures
  - <https://oie.duke.edu/tix-sexual-harassment-grievance-procedures>
- Complaint Handling Procedures for Discrimination and Harassment Matters Involving a Student as a Respondent
  - <https://oie.duke.edu/procedure-non-tix-student>
- Complaint Handling Procedures Involving a University Faculty and Non-Faculty Staff as a Respondent
  - <https://oie.duke.edu/procedure-faculty-staff>

### **Discrimination**

- Duke Policy, Procedures, Resources
  - <https://oie.duke.edu/discrimination>
- Duke Nondiscrimination Statement
  - <https://oie.duke.edu/sites/default/files/documents/STM-dns-Sep2019.pdf>

### **Harassment**

- Duke Policy, Procedures, Resources

- <https://oie.duke.edu/harassment>

### **Sexual Misconduct & Title IX**

- Duke Policy, Procedures, Resources
  - <https://oie.duke.edu/sexual-misconduct-title-ix>

### **Consensual Relationship Policy**

- Policy on Consensual Romantic or Sexual Relationships between Employees and between Non-Faculty Employees and Students
  - [https://oie.duke.edu/sites/default/files/u33/consensual\\_relationship\\_policy\\_13\\_May2019.pdf](https://oie.duke.edu/sites/default/files/u33/consensual_relationship_policy_13_May2019.pdf)