From: postmaster@mailgroup.unu.edu
Subject: University Title IX Coordinator
Date: August 24, 2007 10:38:53 PM EDT
To: employees@mailgroup.unu.edu

Email submitted by Tina Kelton, Title IX Coordinator
Please send replies to email@unu.edu

State University strives to provide an environment where faculty, staff, and students can work, educate, learn, and grow. In this endeavor, we recognize the stigmatizing affect sexual harassment can have on our campus environment. State University is bound by various state and federal regulations and laws prohibiting harassment. One such law is Title IX of the Education Amendments of 1972.

What is Title IX of the Education Amendments of 1972?
Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX states, in part:

"No person . . . shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The policy of State University is to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, veteran status, or disability.

How do athletics comply with Title IX?
Educational institutions that receive federal funding are required under Title IX to provide equal opportunities for members of both sexes.

Under Title IX who is protected from sexual harassment?
Title IX prohibits sex discrimination. Sexual harassment is a form of prohibited sex discrimination. Students (male and female) and employees (faculty and staff) are protected from sexual harassment and may recover monetary damages.

Who is responsible for enforcing Title IX?
The Title IX Coordinator is responsible for enforcing the law. Faculty, staff, and students can file complaints of sex discrimination with the Title IX Coordinator. Retaliation against complainants is prohibited. For more information, see our web site: http://T9.unu.edu.

Please do not hesitate to contact the Title IX Coordinator with any questions, concerns, or claims of harassment that you feel might be in breach of Title IX.

Features of the Policy Memo

1. The sender incorporates her name and reply address in the text because official messages sent out under the "Postmaster" address the entire organization.

2. A short introductory paragraph gives the context for prohibiting sexual harassment at the university and states the policy. Background on the Title IX sets the context much like a report or a letter does.

3. The memo uses a question-and-answer structure as organizational headings, making additional information user friendly and easy to skim.

4. A final paragraph offers contact information and additional services.