

MEMORANDUM

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TO: NJIT Faculty, Staff and Students
FROM: Robert A. Altenkirch
DATE: Friday, January 21, 2005
SUBJECT: Training on laws/policy on sexual harassment

New Jersey Institute of Technology is committed to maintaining an employment and academic environment free from all forms of discrimination, including sexual harassment. The university is also committed to providing opportunities for training and education with respect to our Sexual Harassment Policy. In keeping with that commitment, the Department of Human Resources has arranged with New Media Learning to provide faculty, administrators, students, and staff with a self-paced, on-line training program that outlines and clarifies current laws related to sexual harassment. The program also gives examples of behavior that might reasonably be regarded as sexual harassment. You will receive detailed information shortly from the Department of Human Resources on how to participate in the training program.

As a university, we share a mutual responsibility for implementing policies and practices that preclude tolerating unacceptable behavior, including behavior that violates the law. While the training program focuses on sexual harassment, the principles outlined are applicable to all forms of discriminatory harassment. Please use this on-line program to review our Sexual Harassment Policy as a way to help you recognize and prevent offensive behavior. The training program is presented in conjunction with ongoing training activities provided by the Department of Human Resources, which will monitor the training and contact individuals who have not participated to ensure that NJIT is in compliance within a reasonable period of time in both the spirit and letter of laws governing issues of discrimination.

In keeping with NJIT's commitment to working and learning in an environment of dignity and mutual respect, I urge you to familiarize yourself with the university's policy on sexual harassment and support our efforts to foster an environment free of harassment and discrimination.

Thanks for your attention to this important issue and participation in our new training program.