



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”)

OP 16.03: Non-Discrimination and Anti-Harassment Policy and Complaint Procedure

DATE: April 21, 2025

PURPOSE: Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System, is an Equal Employment Opportunity (“EEO”) employer and is committed to compliance with federal and state employment laws and regulations; providing and strengthening an educational, working, and living environment where students, employees, and visitors are free from any form of unlawful discrimination; and fostering and supporting a culture of mutual respect and communication. In the event an individual believes their rights under law have been violated, this OP adopts procedures to address these concerns in a fair, equitable, and prompt manner.

REVIEW: Next Scheduled Review: April 2026. This OP will be reviewed in April of every year, or as needed, by the TTU System Office of Equal Opportunity, TTU System Vice Chancellor and General Counsel, MSU Title IX Coordinator, and MSU Director of Human Resources, with substantive revisions forwarded through the MSU Vice President for Administration and Finance, MSU Vice President for Enrollment Management and Student Affairs, and the MSU General Counsel to the MSU President.

POLICY/PROCEDURE

1. Policy

MSU does not tolerate unlawful discrimination or harassment. MSU’s non-discrimination and anti-harassment policy is set forth in TTU System Regulation 07.10 (Non-Discrimination and Anti-Harassment Policy and Complaint Procedure, which can be found [here](#)).

2. Complaint Procedure

A. Complaints by Employees, Including Student Employees

Complaints of discrimination or harassment under this policy by MSU employees, including student employees, should be directed to the Texas Tech University System Office of Equal Opportunity (“OEO”). Contact information for the Office of Equal Opportunity is as follows:

CONTACT	PHONE	ADDRESS	WEBSITE & EMAIL
Dawn Payne, Assistant Vice Chancellor and Director, TTU System Office of Equal Opportunity	806.742.3627	TTU System Administration Building 1508 Knoxville Avenue, Suite 309 TTU System Office of Equal Opportunity Box 41073 Lubbock, TX 79409	https://www.texas-tech.edu/offices/equal-employment/ dawn.payne@ttu.edu

B. Complaints by Students or Involving Students

Pursuant to [System Regulation 07.10](#), complaints by MSU students or involving students shall be handled in accordance with the University's student handbook, which can be found [here](#).

C. Complaints Involving Non-University Individuals

Pursuant to [System Regulation 07.10](#), if a non-University individual has a complaint of discrimination or harassment by a student or University employee acting in the scope of their employment, the individual involved may file a report with either the Office of the Dean of Students or OEO, and the University may investigate and take steps to address the situation. If a student or employee has a complaint of discrimination or harassment against a non-University party, the individual may make a report to the Office of the Dean of Students or OEO. However, the University's response may differ for complaints regarding third parties based on the level of control University has over the third party.

3. Sexual Misconduct

While sexual harassment, sexual assault, or other forms of sexual misconduct may constitute prohibited acts of discrimination, such complaints will be addressed under [MSU OP 16.02: Sexual Misconduct](#), and [System Regulation 07.06](#), rather than pursuant to this OP.

4. Expectations of the University Community

MSU expects all members of the University community to comply with applicable laws, regulations, and policies. Members of the University community who violate applicable laws, regulations, or policies may be subject to disciplinary action pursuant to [MSU OP 52.89: Employee Conduct, Coaching, Corrective Action, and Termination](#), and [System Regulation 07.07](#).

RESPONSIBLE OFFICE

Contact: Vice President for Administration and Finance

Phone: (940) 397-4275

E-mail: chris.stovall@msutexas.edu

Contact: Vice President for Enrollment Management and Student Affairs

Phone: (940) 397-4291

E-mail: keith.lamb@msutexas.edu

Contact: Dean of Students
Phone: (940) 397-7400
E-mail: matthew.park@msutexas.edu

Contact: General Counsel
Phone: (940) 397-6225
E-mail: barry.macha@msutexas.edu

HISTORY

- 09 Feb. 1990: MSU Policy/Procedure 4.171: Racial Harassment Policy is adopted and approved by the MSU Board of Regents.
- 10 Nov. 2000: Revised to reflect the transition from divisions to colleges (division director to dean or chair, division changed to college or program, coordinator to chair, etc.).
- 05 Aug. 2021: Comprehensive revision and renumbering of *MSU Policies and Procedures Manual* which is renamed *Operating Policies and Procedures Manual of Midwestern State University*. MSU Policy/Procedure 4.171 – Racial Harassment Policy is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU became a component institution of the TTU System), as MSU Operating Policy/Procedure (“OP”) 16.03: Racial Harassment Policy.
- 31 March 2022: Former MSU OP 16.03: Racial Harassment Policy is revised and renamed OP 16.03: Non-Discrimination and Anti-Harassment Policy and Complaint Procedure, and replaces/deletes former MSU OP 52.31/3.351: Employee Workplace Bullying. Adopted and approved by MSU Interim President James Johnston.
- 21 April 2025: Revised to reflect additions/deletions of current positions, titles, and responsibilities, and adopted and approved by MSU President Stacia Haynie.