

University of Pittsburgh School of Medicine

## **Procedure for Investigating Reports of Mistreatment and Negative Professional Behavior**

The Assistant Dean for the Learning Environment promptly reviews each report of alleged mistreatment or negative professional behavior.

If the reporting student provides their name, the Assistant Dean for the Learning Environment first contacts them to ask how and when they prefer that their report is addressed.

All reports of sexual misconduct are referred immediately to the University of Pittsburgh Title IX Office. Other reports, with student permission if possible, are promptly investigated by the Committee on Learning Environment or referred to the appropriate academic/institutional authorities for investigation. For example, incidents involving UPMC employees are referred to UPMC Human Resources.

The Assistant Dean for the Learning Environment and the Committee on Learning Environment work closely with faculty and UPSOM educational leadership, including Associate and Assistant Deans, and course, clerkship, and longitudinal research project directors, to address reports of mistreatment.

If an investigation confirms that mistreatment has occurred, corrective and/or remedial actions may be necessary. This could include counseling of individuals, training of groups of educators, or changes in teaching assignments.

Whenever possible, the Assistant Dean for the Learning Environment informs the individual reporters of the actions taken.

De-identified summaries of verified mistreatment incidents and actions taken are reported to the UPSOM leadership and the student body at regular intervals.

All reports and results of investigations are recorded in a secure, centralized database.

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