Employee Responsibility

Sexual and Related Misconduct Training Program

Cornell is committed to providing and maintaining a safe and inclusive environment for all students, faculty, and staff. This commitment is an essential part of creating a successful and equitable living, learning, and working environment. Each member of our community benefits when our classrooms and workplaces are respectful and when the atmosphere is collegial and welcoming.

All Cornell faculty, staff, and student employees are required to complete “Employee Responsibility – Sexual and Related Misconduct” through our internal learning management system, CULearn. This program meets the New York State annual sexual harassment training requirement for all employees as well as federal requirements for new employees. There are two courses that comprise this program, CULearn courses HR300 (Full Course) and HR301 (Annual Refresher).

HR300 (formerly “Responsibility @Cornell”) is a 45-minute online training program designed to help new Cornell employees better understand two critical University policies – Policy 6.4, “Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct” and Policy 6.3, “Consensual Relationships.” The course provides important information about our responsibilities to prevent and respond to sexual harassment in the workplace and about consensual relationships between faculty members, staff members, or others in positions of authority, and students or postgraduates. New employees have 30 days from their date of hire to complete this course.

HR301 is a 15-minute online training designed to provide Cornell employees who have completed HR300 with an annual refresher on University Policy 6.4 and Policy 6.3. HR301 meets the New York State annual sexual harassment training requirement for employees. During the week of August 29, 2022, HR301 will be auto-assigned under a phased rollout by population (e.g., staff, faculty, and student employees) to help prevent system capacity issues.

This course must be completed by October 14, 2022.

Launch the HR301 Course

Note: “Employee Responsibility – Sexual and Related Misconduct” is distinct from, and in addition to, the “Advancing Diversity, Equity, and Inclusion” staff training series.

You are encouraged to review the following documents in conjunction with this training:

- Policy 6.3: Consensual Relationships
- Interim Policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct
- Procedures for Resolution of Reports Under Interim Policy 6.4

Additional Resources & Information
• Office of Institutional Equity and Title IX: 607-255-2242, titleix@cornell.edu
• Find Your HR Representative