URGE Complaints and Reporting Policy for Florida State University – Department of Earth, Ocean and Atmospheric Science

This is what was found by FSU EARTH, OCEAN AND ATMOSPHERIC SCIENCES POD at Florida State University on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that were only found through follow up with contacts are noted.

- The link(s) to the reporting policy at our organization are here:
  - Make a Complaint | Office of Human Resources – Official FSU complaint page with form
  - Florida State University / report.fsu.edu – incidents or concerning behavior happening in the Florida State University community
  - https://www.eoas.fsu.edu/suggestion-box/ - Department suggestions box
  - https://secure.ethicspoint.com/domain/media/en/gui/32441/index.html - EthicsPoint provides a simple, anonymous way to confidentially report activities that involve certain improper conduct or violations of FSU policies and procedures, regulations, or state and federal laws.
  - Are reporting policies regularly reviewed? What is the process for changing policy?
    - Reporting policies are undergoing review in EOAS through the Diversity, Equity and Inclusion Committee. It is unknown what the process is at the university level.
  - Are the rates of reporting made publicly available (e.g. # of reports each year)?
    - Not to the pod’s knowledge.

- What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
  - Who are the designated individuals/positions for reporting incidents?
    - Currently, the Department Chair is the designated individual. This is Prof. Vincent Salters (salters@magnet.fsu.edu). This is something we look to address in the future.
  - How can reports be filed?
    - Reports can be made online. We suggest going through the report.fsu.edu webpage.
  - Is it anonymous?
    - Optional although it is encouraged to give contact details.
Who do in-person and online reports go to? Who has access to see reports?
⇒ Not publicly listed/Unknown although complaints against faculty, staff, contractors, visitors, and other third parties, are handled by the Office of Equity, Diversity & Inclusion (EDI)

Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
⇒ Currently unknown

What are the outcomes or consequences for reported individuals?

Who decides the outcomes/consequences? What is the process?
⇒ Unknown, although complaints against faculty, staff, contractors, visitors, and other third parties, are handled by the Office of Equity, Diversity & Inclusion (EDI)

Are reports tracked?
⇒ Yes

How are they tracked? By who?
⇒ Online tracking system. You may get a copy of your complaint emailed to you automatically.

Are repeated complaints escalated to a disciplinary board? What is the process?
⇒ Unknown

What resources are available for individuals reporting?

Counselors or advocates, especially those of the same race, ethnicity, and gender.
⇒ Unknown

Automatic or requested investigation of potential impact on grades or evaluations.
⇒ Unknown

Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment.
⇒ The University supports the right of any individual who believes that a violation of University policy has occurred to present a good faith complaint and receive an impartial review. Accordingly, it is considered a violation of University policy for any act of retaliation to be taken against an individual because the individual has filed a good faith complaint.

What resources are available to groups raising issues or proposing changes?

Petitions of # signatures trigger a town hall, meeting with organizational leadership, or policy change. What is the follow-up process for town halls and meetings?
⇒ No known procedure

Working groups or committees with power to change or propose changes to policy.
The Department of Earth, Ocean and Atmospheric Science has a Diversity, Equity and Inclusion Committee (Dr. Angela Knapp leads this committee - anknapp@fsu.edu)

FSU President’s Task Force on Anti-Racism, Equity & Inclusion (pres-taskforce@fsu.edu, https://president.fsu.edu/taskforce/)
- Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
  - Unknown
- Leadership proactively asks students and/or staff for input on how to improve.
  - Unknown

We will update this information over the summer after reaching out to head of FSU Office of Diversity and Inclusion and further research.