URGE Complaints and Reporting Policy for Middlebury College Geology Department

This is what was found by Middlebury URGE at Middlebury College on policies for handling complaints, the reporting process, resources, and possible outcomes.

We are still in the process of identifying answers to the questions listed in yellow, but we have a plan to speak with representatives from the appropriate offices to get more thorough answers and are planning to create a flowchart that would streamline the process of deciding the appropriate place to address concerns and complaints. Please see the end of this document for more on the latter.

● The link to the Middlebury College Anti-Discrimination and Anti-Harassment Policy is here:
  ○ Link

● The link(s) to the reporting policy at our organization are here:
  ○ Link - College Policies (Civil Rights and Title IX Office)
  ○ Link - Department, Lab, Division, Advisor or Supervisor Policies
  ○ Are reporting policies regularly reviewed? What is the process for changing policy?
  ○ Are the rates of reporting made publicly available (e.g. # of reports each year)?

● What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
  ● Link to report sexual misconduct, harassment or discrimination
  ● Link to report an incident of bias

Both of these reports can be made anonymously but do require identifying the type of reporter (e.g.: Student, faculty member, community member)

Public safety (802-443-5133)
Middlebury Community bias response team
  CBRT Process link
Civil Rights and Title IX Office (crtix@middlebury.edu) (802-443-3289)
Coordinator Marti McCaleb (mmccaleb@middlebury.edu)

Human Relations Officers
Eric López (el@middlebury.edu)
Thaddeus Watulak (twatulak@middlebury.edu)

Women Safe Middlebury (link) (hotline: 802-388-4205)
Chaplin’s Office (link)

CBRT Process:
1. Report Submitted
   ● Automatic response indicating receipt of report sent to individual who submitted report, and report forwarded to CBRT for review.

2. Initial Outreach
   ● CBRT member contacts impacted individual(s) to identify immediate support needs, ask follow-up questions, and discuss potential next steps.

3. Process Determination
   ● CBRT discusses next steps based on feedback from impacted individual(s) and initiates appropriate follow-up.

4. Process Implementation
   ● Can include a campus-wide email (in cases where the impact is not localized and/or in cases where the responsibility party is unknown, such as in cases of the public defacement or removal of posters or comments written on the whiteboard outside a student’s residence); can include a conversation between a CBRT member and the responsible party for the purpose of perspective taking and education; can include a restorative process (circle or conference).

Examples of CBRT Process Outcomes

- Affirmation and support for impacted individual(s)
- Educational conversation with responsible party
- Restorative circle or conference
- Statement to the campus community
- Suspension of a professor for serious misconduct

- **Who do in-person and online reports go to? Who has access to see reports?**
  Names and/or positions or “Not publicly listed/Unknown”
  ○ Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

- **What are the outcomes or consequences for reported individuals?**
  ○ Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.
  ○ Who decides the outcomes/consequences? What is the process?
  ○ Are reports tracked? Yes/No How are they tracked? By who?

- **What resources are available for individuals reporting?**
- Counselors or advocates, especially those of the same race, ethnicity, and gender.
- Automatic or requested investigation of potential impact on grades or evaluations.
- Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment.

- **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?
  - Working groups or committees with power to change or propose changes to policy.
  - Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
  - Leadership proactively asks students and/or staff for input on how to improve.

**Proposals:**

1) Reach out to CBRT to understand process
2) Flow chart for reporting process? Create “go link” for syllabi to make reporting process and options easier to understand.
   a) Similar to those found in Midd’s bathrooms; make it easy for students to know their options
   b) Create posters for the Geology wing
   c) Communicate what happens after a report is filed; can seem daunting
   d) **Avoid a wall of text**
3) New optionally anonymous form on geology site for kudos, comments etc. - submissions accessible by all faculty.
   a) Fill the gap between where students aren’t comfortable enough to address professors directly, but the issue isn’t big enough (or the student doesn’t think it’s big enough) to be reported to CBRT; i.e. not being comfortable going on long hikes or wanting to unpack implications of fossil fuel extraction
   b) Have options for listing a name or for specifying which professor it’s relevant to
4) Faculty and students take role in building culture that supports speaking up
   a) Incorporating regular Google form check-ins throughout the semester to decrease barriers to reporting
   b) TA’s and upperclassmen talk about the reporting forms/flowcharts -> normalize their use
   c) **Clear communication from mandated reporters about that responsibility**