URGE Complaints and Reporting Policy for Rice University Department of Earth, Environmental and Planetary Sciences

This is what was found by EEPS at Rice 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:**
  - Organization, Company, University Policies
    - Policy: 830 and 830a
    - Anything Else??
  - Department, Lab, Division, Advisor or Supervisor Policies
    - [https://earthscience.rice.edu/academics/graduate-thesis-programs/#tab-id-5](https://earthscience.rice.edu/academics/graduate-thesis-programs/#tab-id-5)
    - EEPS Field Trip Guidelines
    - [https://ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct/](https://ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct/)
  - Are reporting policies regularly reviewed? What is the process for changing policy?
    - Last revised in August 2020
    - Policy Management: [https://rucompliance.rice.edu/policy-management-program](https://rucompliance.rice.edu/policy-management-program)
  - Are the rates of reporting made publicly available (e.g. # of reports each year)?
    - FOIA
    - Other??

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
  - Who are the designated individuals/positions for reporting incidents?
    - Director of EEOP/AA: Dr. Richard Baker, rab20@rice.edu
    - University: Title IX Coordinator, Dr. Richard Baker, rab20@rice.edu
      - Deputy Title IX Coordinator, Allison Vogt, amv7@rice.edu
      - Deputy Title IX Coordinator, Stacy Mosely, mosely@rice.edu
    - EEPS: Follow university policies, Ombudspersons – Mark and Kirsten
  - Who do in-person and online reports go to? Who has access to see reports?
    - Title IX Coordinator and Deputy Coordinators
Rice Ethics reports go to a third-party vendor and are passed on to the appropriate University official.

- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
  - Police called when person reports suicidal thoughts or sexual violence
  - Advocates from SAFE office reach out to student when report is filed

What are the outcomes or consequences for reported individuals?

- Sanctions may include, but are not limited to: dismissal/termination, suspension, demotion, including removal of honorary titles, disciplinary probation, mandated counseling or training, work or education restrictions, removal from specific activities, and salary reduction or limitation.
- Human Resources (if the respondent is staff), Provost or its designee (if the respondent is faculty), Title IX officials (including Student Judicial Programs) in consultation with the Director of EEOP/AA if the respondent is a student
- Are reports tracked? Yes How are they tracked? By who? Records of all complaints maintained by office of EEOP/AA. If the accusations are determined to be founded, then a copy of the report is kept in the employees Human Resources record. If the respondent is a student a record will be kept by the Student Judicial Program for up to 10 years.
- Are repeated complaints escalated to a disciplinary board? What is the process? We do not know and will continue to seek this information.

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.
- https://wellbeing.rice.edu/
- A SAFE office staff person can advocate for the student (experience)

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.
○ Faculty Senate, VPAA’s office - Louma / Fred Higgs (Faculty)
○ Same avenues as above