URGE Complaints and Reporting Policy for UW-Madison GGSA Pod

This is what was found by the GGSA Pod at University of Wisconsin-Madison 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.

Particular details/answers from our pod are in italics below.

- The link(s) to the reporting policy at our (Department of Geoscience) organization are here:
  - Diversity and Inclusiveness page – link: https://geoscience.wisc.edu/geoscience/academics/overview/diversity-and-inclusiveness/
    - This is a page where the Department of Geoscience outlines their commitment to Diversity and inclusiveness, as well as outlines resources for reporting biases or any incidents.
    - “If any action by a member of our community is discriminatory or shows disrespect, the action should be brought to the attention of the Chair, department administrator, or trusted member of the faculty. These can also be reported to the Office of Compliance.”
  - Link (none yet) - Department, Lab, Division, Advisor or Supervisor Policies
    - The UW Department of Geoscience D+I Committee is in the process of creating a Code of Conduct for our community.
  - Ombuds – link: http://geoscience.wisc.edu/geoscience/help/department-information/
    - The graduate students select two different Professors as departmental ombuds. (An ombudsman (conventional English plural: ombudsmen) is a person who acts as a trusted intermediary between an organization and some internal or external constituency while representing the broad scope of constituent interests [http://en.wikipedia.org/wiki/Ombuds]; also see https://www.ombudsassociation.org/). We also select two students as student ombuds to assist with the two faculty ombuds. The Ombuds Office for UW is at https://ombuds.wisc.edu/.

- The link(s) to the reporting policy at the University of Wisconsin-Madison are here:
  - Report Bias or Hate – link: https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/
    - A clear gap here is that these reporting systems are built for UW Madison students. There doesn’t seem to be a parallel system for faculty or staff who
would like to report incidents? Some pages talk about this reporting system being open to faculty and staff, but the page itself is very student oriented.

- The “RESOURCES” tab under the diversity wisc website (https://diversity.wisc.edu/) has several great resources listed for helping people navigate figuring out how to report incidents, etc.
- **The Deans of Students Office – link:** https://doso.students.wisc.edu/
  - This is the primary resource for connecting students who are navigating personal, academic, or health issues, too supportive campus and community resources. It is also the central location for reporting issues of hate and bias, sexual assault and hazing.

**Other points:**

- Are reporting policies regularly reviewed? What is the process for changing policy?
  - *The Departmental Code of Conduct will be reviewed annually. The review process for the UW policy is not clear.*
- Are the rates of reporting made publicly available (e.g. # of reports each year)?
  - *At a departmental level, no. At the University level, this website reports data on incidents - [https://doso.students.wisc.edu/facts-statistics/](https://doso.students.wisc.edu/facts-statistics/)*

**What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**

- **NOTE** - these answers are for the University-level mechanisms which is what our Departmental Code of Conduct points to.
- Who are the designated individuals/positions for reporting incidents?
  - *The Dean of Students Office and the UW Bias Response and Advocacy Coordinator*
- Can reports be made online? Where? **Yes/No**, (link here: https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/ Anonymously? **Yes/No**
- Who do in-person and online reports go to? Who has access to see reports?
  - [Here is a link to the process](https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/response-process/) Reports are made public.
- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
  - *The UW Police Department may be involved. There are not details about the supports for a reporter in this part of the process.*

**What are the outcomes or consequences for reported individuals?**

- **UW Madison responses for students are on this page** (link: https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/response-process/).
- Who decides the outcomes/consequences? What is the process?
  - *The Dean of Students Office*
- Are reports tracked? **Yes/No** How are they tracked? By who?
  - *The Dean of Students Office tracks these details. Specifics as to whose responsibility this is aren’t publicly available.*
- Are repeated complaints escalated to a disciplinary board? What is the process?
  - *This is not clear from what is publicly available.*

**What resources are available for individuals reporting?**

- Counselors or advocates, especially those of the same race, ethnicity, and gender.
These are partners (link: https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/campus-partnerships/) on campus to help with reporting, counsel and advocate for reporters.

- 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.