URGE Complaints and Reporting Policy for University/Organization - Example Deliverable

This is what was found by UL-VMNH at the University of Lynchburg 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:
  ○ [Link] – University Reporting Form
  ○ [Link] – University Policy
  ○ Are reporting policies regularly reviewed? What is the process for changing policy?
    ■ There is currently a subcommittee of the Inclusive Excellence Committee that is working on reviewing our policy. This is the BERT subcommittee (Bias, education, and response team).
  ○ Are the rates of reporting made publicly available (e.g. # of reports each year)?
    ■ Not currently, but they are considering that as part of the policy change.

● What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
  ○ Who are the designated individuals/positions for reporting incidents?
    ■ Reports go to Robert Canida, Vice President for Inclusive Excellence; Annette Stadtherr, Director of Multicultural Services; and Amanda McGovern, Title IX coordinator
  ○ Can reports be made online? Where? Yes, see above. Anonymously? No
  ○ Who do in-person and online reports go to? Who has access to see reports?
    ■ See above
  ○ Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
    ■ Police have not been included in any reports to date as they have not been required or requested.

● What are the outcomes or consequences for reported individuals?
● Reports are sent to the BERT group for evaluation and possible education opportunities for alleged transgressors. There are also resources made available to the victim.

- What resources are available for individuals reporting?
  - Counselors and/or advocates are available to the victim, if requested.

- What resources are available to groups raising issues or proposing changes?
  - The individuals listed above are coordinators of affinity groups on campus. They would help those groups navigate any proposed changes through the proper channels on campus.