



URGE Deliverable 2: Complaints and Reporting Policy for Cornell University

The following contains information that the Cornell Earth & Atmospheric Sciences (EAS) URGE pod at Cornell University found 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 majority of this document pertains to Cornell University policies and resources, as the EAS department generally conforms to the broader Cornell policies. Some documents contain vague language, particularly in reference to the consequences for reported individuals. In personal communication with the Cornell University Ombudsman, the consequences for race-related discrimination are dealt with “on a case-by-case basis.”

*****This is a working draft last updated on 2/12/2021. Although some information has been summarized for a broad audience, please note the official policy language within the policies are linked in each section.*****

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EAS Department and Lab Policies

Currently the EAS department at Cornell has an off-campus event policy ([Policy for EAS department off-campus events](#)) and otherwise conforms to the Cornell University reporting policies listed below. There is currently no requirement for lab policies although several labs either have or are in the process of developing a lab specific policy.

EAS Department Contacts

- College of Agriculture and Life Sciences (CALS) HR: Tam Shollenberger (tms6@cornell.edu)
- College of Engineering (CoE) HR: Sue Shipman (srs84@cornell.edu)
- CALS [Diversity and Inclusion Committee](#)
- CALS Associate Dean of Diversity and Inclusion: Chelsea Specht ([cgs266@cornell.edu](mailto:cds266@cornell.edu), cals_odi@cornell.edu)
- CoE Associate Dean for Diversity and Academic Affairs: José F. Martínez (martinez@cornell.edu)
- Director of The office of Diversity Programs in Engineering (DPE): Jami P. Joyner (Jami.Joyner@cornell.edu)
- Associate Director of DPE: Cindy Mosqueda Campbell (cmm522@cornell.edu)
- Associate Director of DPE: Nadine Porter (ndp5@cornell.edu)
- Departmental Leader for Diversity and Inclusion: Dr. Toby Ault (toby.ault@cornell.edu)
- EAS Director of Undergraduate Studies: Dr. Esteban Gazel (egazel@cornell.edu)
- Director of Undergraduate Studies for Atmospheric Sciences: Dr. Art Gaetano (atd2@cornell.edu)
- Master of Engineering Director: Dr. Rowena Lohman (rbl62@cornell.edu)
- Director of Graduate Studies for Atmospheric Science: Dr. Toby Ault (toby.ault@cornell.edu)
- Director of Graduate Studies for Geological Science: Dr. Matt Pritchard (pritchard@cornell.edu)
- [CALs Resources for helping students in distress](#)
- [Scheduling a meeting with the office of Diversity Programs in Engineering \(DPE\) staff](#)
 - Can meet for student support, personal concerns, etc.

Reporting Emergencies:

FOR EMERGENCIES OR MATTERS THAT NEED IMMEDIATE ATTENTION, CALL CU POLICE AT 607-255-1111 or DIAL 911,
FOR HEALTH CONCERNS, CALL CORNELL HEALTH AT 607-255-5155

The Cornell University Campus Code of Conduct

- This policy includes all members (staff, students, and faculty) of the Cornell University community.
- The purpose of the Campus Code of Conduct is to protect and promote the University's educational goals as per Title I, Article I: Fundamental Principles.
- **Link:** [Campus Code of Conduct](#)

- **Reporting Form:** [Reporting form for Campus Code of Conduct](#)
- **Contact:** The Office of the Judicial Administrator (judadmin@cornell.edu) ***Note that the Office of the Judicial Administrator is being taken over by the Office of Student and Campus Life
- **Police Involvement:** Instances that involve police or other public officials is noted in Title I, Article II: Supporting Policies. The University will not involve police unless the report incident alleges conduct that is criminal in nature or is otherwise illegal or in violation of University policy, which requires Cornell to report it to the Cornell police and/or the appropriate University official for review and action.
- **Process:** The Judicial Administrator will start an investigation upon receiving a complaint or information regarding a violation of the Campus Code of Conduct. The process is determined on a case by case basis, but may involve a hearing by the [University Hearing Board](#) and [University Review Board](#). A detailed process, timeline, description of the complainant and victim roles, consequences, and jurisdiction over students, faculty, and staff can be found under Title II of the Campus Code of Conduct. A list of violations and procedures can be found under Title III of the Campus Code of Conduct.
- **Reports:** [Annual Report – AY 2020](#) (July 1, 2019 – June 30, 2020)- Office of Judicial Administrator Report

University Policy 6.4, Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct

- This policy includes all members (staff, students, and faculty) of the Cornell University Community at Ithaca-based locations, the Cornell Tech Campus, and Weill Cornell Medicine campuses.
- **Policy Statement:** Cornell University is committed to providing a safe, inclusive, and respectful learning, living, and working environment for its students, faculty, and staff and does not discriminate on the basis of protected status, including sex, in the education programs and activities it operates. Admission and employment are included in the requirement not to discriminate in the education program or activity that Cornell University operates. To this end, through this policy, the university provides means to address bias, discrimination, harassment, and sexual and related misconduct
- **Link:** [University Policy 6.4, Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct](#)
- **Reporting Form:** [Reporting Form](#), Reports can be made anonymously, however in certain circumstances in order to follow up with an investigation, a name and formal complaint may be required
- **Reporting Disclaimer:** Please note that this report may become part of Cornell's administrative record keeping and therefore may be available to the students to which it pertains under the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. Cornell University Policy 4.5: Access to Student Information and the related Student Record Privacy Statement explain how FERPA is implemented at Cornell. Note also

that reports of Clery Act crimes will be used by the University to fulfill certain of its Clery Act responsibilities, including annually disclosing de-identified Clery Act crime statistics in its annual security report, Campus Watch.

- **Contact:** The [Office of Institutional Equity and Title IX](#) oversees all instances regarding University Policy 6.4
- **Who are Designated Reporters:** With the exception of University Policy 6.4 Designated Reporters are supervisors and managers with a duty to respond per this policy, other faculty and staff are no longer subject to a reporting obligation under this policy. However, they may have reporting obligations under other policies or state or federal law.
 - Although they are not subject to a reporting obligation under this policy, all faculty, staff, and students are encouraged to report incidents to the university and to consult the Title IX coordinator regarding conduct prohibited by this policy.
- **Who has access to the report:** The Title IX Coordinator and a small group of professionals with a “need to know” who are trained to respond with sensitivity and in accordance with university policy. The report is considered private and maintained in accordance with university record keeping requirements.
- **What happens after a report is made:** When the Title IX Coordinator receives a report of prohibited sexual or related misconduct, they will contact the complainant, if known, or another individual reporting the prohibited conduct to offer Supportive Measures. The individual will also be advised of the option to pursue a formal complaint, if such an option is available, and any other available reporting options and resources.
- **Police Involvement:** Individuals are encouraged to report to law enforcement any actions that may constitute a crime. If an individual is the victim of sexual or related misconduct under policy 6.4 they may choose to report to law enforcement and/or the university. Police are not involved unless the report incident alleges conduct that is criminal in nature or is otherwise illegal or in violation of University policy, which requires Cornell to report it to the Cornell police and/or the appropriate University official for review and action.
- **Process:** There are a number of resources available including confidential services to discuss and report any misconduct under University Policy 6.4, which are listed under ‘Resources’ within this policy. Specific procedures are listed under ‘Procedures’ within this policy document and specific procedural documents for associated misconduct are listed below:
- [Procedures for Resolution of Reports Against Students Under Cornell University Policy 6.4 for the Following Acts of Prohibited Conduct:](#)
 - Aiding Prohibited Conduct;
 - Attempting to Commit Prohibited Conduct;
 - Dating and Domestic Violence;
 - Retaliation;
 - Sexual Assault;
 - Sexual Exploitation;

- Sexual Harassment and Sex/Gender-Based Harassment;
- Stalking; and
- Violating a Supportive Measure and/or Temporary Suspension
- [Procedures for Resolution of Reports Against Staff under Cornell University Policy 6.4 for the Following Acts of Prohibited Conduct:](#)
 - Prohibited Discrimination;
 - and Retaliation
- [Procedures for Resolution of Reports Against Employees Under Cornell University Policy 6.4 for the Following Acts of Title IX Prohibited Conduct:](#)
 - Attempting to Commit Prohibited Conduct;
 - Dating and Domestic Violence;
 - Retaliation;
 - Sexual and Sex/Gender-Based Harassment;
 - Sexual Assault;
 - Stalking
- [Procedures for Resolution of Reports Against Employees Under Cornell University Policy 6.4 for the Following Acts of Non-Title IX Prohibited Conduct:](#)
 - Aiding Prohibited Conduct
 - Prohibited Discrimination
 - Protected Status Harassment, including Sexual Harassment and Sex/Gender-Based Harassment (Non-Title IX)¹
 - Sexual Misconduct (which includes Non-Title IX Dating and Domestic Violence, Sexual Assault, Stalking, and Sexual Exploitation)
 - Retaliation
 - Violating a Supportive Measure and/or Temporary Suspension
- **Interim Measures:** [Potential Interim Measures for Title IX:](#)
 - assistance obtaining access to counseling, advocacy, or medical services;
 - assistance obtaining access to academic support and requesting academic accommodations;
 - changes in class schedules;
 - assistance requesting changes in work schedules, job assignments, or other work accommodations;
 - changes in campus housing;
 - safety escorts;
 - “No-contact” orders (curtailing or prohibiting contact or communications between or among individuals); and
 - Temporary Suspensions.

Department of Inclusion and Workforce Diversity

- The Department of Inclusion and Workforce Diversity provides institutional leadership by promoting a learning, living, and working environment in which we encourage full

participation of all members of the Cornell community. Using data collection and workforce analysis, we design and deliver innovative strategies to achieve inclusive excellence in our systems, structures, and culture.

- **Bias Reporting:** The [Department of Inclusion and Workforce Diversity](#) is responsible for collecting and tracking all reported bias activity that occurs at Cornell University that could potentially impact our commitment to diversity and inclusion, including all reports made by faculty, staff, students, and visitors to the Ithaca, Weill Cornell Medicine, and Cornell Tech campuses.
 - Decision tree for [Students](#)
 - Decision tree for [Faculty/Staff](#)
- **Reports:** [Annual Report 2020](#) - Bias reporting
- **Diversity and Inclusion Resources**
 - [Inclusive Excellence Academy](#): Courses designed to develop an inclusive educational environment and workplace. Programs incorporate interactive theater and experienced speakers that engage audiences, open eyes, and change minds.
 - *Related: [Talking about Diversity](#), Ezra Magazine, Spring 2014*
 - [Diversity Council Resources](#): Information about Cornell's diversity recruitment and retention programs and resources, including training and networking opportunities to support communities of color, disabilities, LGBT, military veterans, women, and religions.
 - [Bias & Reporting](#): Information and resources regarding Cornell policy and procedures regarding discrimination, harassment, and bias.
 - [Equal Opportunity & Affirmative Action](#): Learn about Cornell's Affirmative Action Plan, including contacts for university Affirmative Action representatives.
 - [2018 Diversity and Inclusion Strategic Plan](#): Learn about the goals established to create change around diversity and inclusion at Cornell University.

University Policy Office

- [Process for policy change and development](#)
- Through personal communication with the University Ombudsman, the "easiest route" to affect policy change is to determine which administrator the policy change would fall under, and to find stakeholders to get administrator involvement (e.g., graduate assemblies)

Additional Resources For:

- **Undergraduate Students**
 - It is suggested that if comfortable, the student contact:
 - Step 1: Direct Supervisor
 - Step 2: Director of Undergraduate Studies EAS, or CALS Dean of

- Students if DUS is subject of report
 - Step 3: CALS Dean of Students
 - For Academic Petitions:
 - [D.U.S.T. \(Distributed Undergraduate Student Tracking\)](#)
 - [Schedule and appointment with a CALS Academic Advisor](#)
 - [Undergraduate Student Employment Grievance Procedure](#)
 - [Office of the Dean of Students](#)
 - [LGBT Resource Center](#)
 - [Asian & Asian American Center \(A3C\)](#)
 - [Undocumented & DACA Support](#)
 - [Multicultural Student Leadership and Empowerment](#)
 - [First Generation & Low Income Support](#)
 - [Office of Spirituality and Meaning-Making](#)
 - [Women's Resource Center](#)
 - [EARS \(confidential student peer counseling\): 607 255-3277](#)
 - **Graduate Students**
 - It is suggested that if comfortable, the student contact:
 - Step 1: Direct Supervisor
 - Step 2: Director of Graduate Studies EAS, or CALS Dean of Students if DGS is subject of report
 - Step 3: CALS Dean of Students
 - Graduate Academic Petition: [General Petition \(online\)](#)
 - [Graduate Student Grievance Procedure](#)
 - [LGBT Resource Center](#)
 - [Asian & Asian American Center \(A3C\)](#)
 - [Undocumented & DACA Support](#)
 - [Multicultural Student Leadership and Empowerment](#)
 - [First Generation & Low Income Support](#)
 - [Office of Spirituality and Meaning-Making](#)
 - [Women's Resource Center](#)
 - [EARS \(confidential student peer counseling\): 607 255-3277](#)
 - **Faculty/Staff**
 - [Staff Complaint and Grievance Procedure](#)
 - [Faculty & Staff Assistance Program](#)
 - Counseling appointments
 - Consultation
 - Crisis care
 - Workshops
 - <https://fsap.cornell.edu/sites/fsap/files/pdfs/FSAP-overview.pdf>
 - [University Appeals Panel Committee \(appealing appointment/promotion decisions\)](#)
 - **Other Resources for the Campus Community**

- [Resources for Students, Staff, and Faculty PDF](#)
- **Campus Community Resources**
 - [Cornell Caring Community](#)
 - [Crisis](#)
 - [General](#)
 - [Emotional](#)
 - [Physical](#)
 - [Social](#)
 - [Intellectual](#)
 - [Spiritual](#)
 - [Financial](#)
 - [Family Life](#)
 - [The Advocacy Center: 607 277-5000 \(24/7 hotline\)](#)
 - [Cornell's Victim Advocacy Program](#)
 - Conversations with a Victim Advocate are private and do not commit you to any future action. Discussions with an Advocate do not constitute making a report or filing a formal complaint. An Advocate will not contact academic or university staff, parents, or others without the client's consent. To assure privacy, the office does not keep formal records for Cornell Health or the University.
- **Sexual Misconduct Reporting**
 - Contact nosexualmisconduct@cornell.edu if you need to report gender-based harassment, sexual harassment, sexual assault, domestic and dating violence, stalking, sexual exploitation, or other forms of sexual misconduct.
 - [SHARE](#): Sexual Harassment and Assault - Response and Education
 - [Resources](#), [Maintaining relationships](#), [Safety concerns](#), [Helping a friend](#), [Staying connected](#).
 - To [contact a Title IX coordinator](#), email titleix@cornell.edu for a response during business hours.
- **Reporting Hazing**
 - [Cornell Hazing Website](#)
 - [Online Report Form](#)
 - To overcome secrecy and to help prospective members know about a group's history of hazing, the university has created the [list of violations](#) by campus organizations and teams.
- **University Ombudsman Office**
 - The [Office of the University Ombudsman](#) offers a safe place where community members may discuss problems or issues within the University.
- **Ethical Conduct and Compliance**
 - [Ethical Conduct and Compliance Hotline](#)

- Report activities or conduct that you believe violate a state or federal law or University policy directly or anonymously. This includes violations of Cornell's Standards of Ethical Conduct Policy, life safety concerns, non-compliance with grants and contracts requirements, financial irregularities or mis-reporting, violations of applicable state or federal laws and regulations, conflicts of interest, and other related concerns.
- [Standards of Ethical Conduct PDF](#)
- [Letter from the Executive Vice President](#)
- **Cornell Health**
 - [Tips especially for students of color](#)
 - [Let's Talk drop-in free consultation](#)
 - [Mental healthcare](#)
 - [2020 Cornell Mental Health Review](#)