

URGE

Unlearning Racism in Geoscience

UCLA

College | Physical Sciences

Earth, Planetary & Space Sciences

URGE Complaints and Reporting Policy for UCLA

This is what was found by the UCLA EPSS pod at the University of California Los Angeles on policies for handling complaints, the reporting process, resources, and possible outcomes. All information was public.

- **The link(s) to the reporting policy at UCLA is here:**
 - <https://equity.ucla.edu/programs-resources/policy/> - UC Organization and UCLA University Policies
 - Our department follows University policies on this matter. EPSS Diversity committee has a website with information on available resources and anonymous feedback.
 - <https://ccle.ucla.edu/course/view/epss-diversity>
 - <https://epss.ucla.edu/feedback/>
 - Are the rates of reporting made publicly available (e.g. # of reports each year)?
 - Yes, there are yearly reports for Title IX office (e.g., <https://sexualharassment.ucla.edu/reporting-statistics>, https://equity.ucla.edu/public_accountability/)
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - [Procedures for Handling Allegations of Discrimination, Harassment, or Retaliation \(PHADHR\)](#)
 - Who are the designated individuals/positions for reporting incidents?

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Nature of Complaint		Office
Discrimination on the basis of sex, sexual orientation, gender, gender expression, gender identity, transgender status, pregnancy, sexual violence, sexual harassment, some denial of family and medical care leave	Against faculty Respondents	T9 Office
	Against staff Respondents	T9 Office and SD&C
	Against student Respondents	T9 Office
Discrimination on the basis of race, color, ancestry, national origin, religion, age, disability, medical condition, genetic information, marital status, citizenship, military and veteran status	Against faculty Respondents	DPO
	Against staff Respondents	(generally) SD&C
	Against student Respondents	(generally) Dean of Students, except disability handled by ADA & 504 Compliance Office, and climate matters (which could be handled by DPO or T9 Office)

- Can reports be made online? Yes Where? <https://equity.ucla.edu/report-an-incident/> (UCLA EDI reporting) Anonymously? Yes https://ucsystems.ethicspointvp.com/custom/ucs_ccc/default.asp (UC system reporting) Anonymously? Yes
- Who do in-person and online reports go to? The Title IX Office or DPO (Discrimination Prevention Office) receives a report of prohibited conduct. Reports arrive as brief anonymous phone calls, emails, and in-person conversations. The flowchart below describes the general process. After receiving a report, the Title IX Office will make an initial assessment, including a limited inquiry when appropriate, to determine how to proceed. Title IX responses may include: Administrative Closure, Alternative Resolution, Formal Investigation, or Other Inquiry.
- Who has access to see reports? Not publicly listed/unknown



- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization? Not publicly listed/unknown



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

- Upon settlement, some statements are available regarding resolutions (e.g., https://equity.ucla.edu/public_accountability/investigation-reports-and-summaries/)
- Who decides the outcomes/consequences? What is the process?

Remember, neither the Title IX Office nor DPO determines discipline when an individual or entity violates University policy. That responsibility resides with some other entity, which we've called the **Responsible Unit**. For ease of reference, we've reprinted the Responsible Unit chart:

CAMPUS AFFILIATION	RESPONSIBLE UNIT (GENERALLY)
STUDENT	Dean of Students Office
STAFF*	Staff Member Department
FACULTY*	Vice Chancellor, Academic Personnel Academic Senate

- <https://sexualharassment.ucla.edu/reporting/what-to-expect>
- Explained in PHADHR. IX. Overview of Resolution Processes: the reports of Prohibited Conduct may be addressed through “Alternative Resolution,” “Formal Investigation,” or a separate employee or other grievance or complaint process.
- Are repeated complaints escalated to a disciplinary board? What is the process? Not publicly listed/unknown

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

- CARE <https://careprogram.ucla.edu/>
- CAPS <https://www.counseling.ucla.edu/>
- Ombuds <http://www.ombuds.ucla.edu/>
- Santa Monica rape treatment center <https://www.uclahealth.org/rtc/>
- Student legal services <https://www.studentlegal.ucla.edu/>
- Staff and faculty counseling center (SFCC) <https://www.chr.ucla.edu/employee-counseling>
- Automatic or requested investigation of potential impact on grades or evaluations. Not publicly listed/unknown
- Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment. Not publicly listed/unknown

- **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.



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- 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.
 - <http://www.adminpolicies.ucla.edu/Home/PolicyProcess>
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- **Recommendations and reminders to EPSS**
 - Include complaints and reporting policy on EPSS website (link to reporting form)
 - EPSS faculty should be aware of how to deal with complaints and who to pass them along to if necessary. In this case, students can approach faculty with whom they are comfortable sharing their concerns
 - We recommend that annual reports of harassment, bias, etc, be more easily accessible and include comparative figures and statistics, as well as anonymous examples, to show improvements or lack thereof
 - We recommend that all EPSS students, faculty, and staff take a short annual training on how to report complaints and what happens with that information.