



Unlearning Racism in Geoscience

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

This is what was found by the [Bowdoin EOS pod](#) at [Bowdoin College](#) on policies for handling complaints, the reporting process, resources, and possible outcomes.

- **The link(s) to the reporting policy at our organization are here:**
 - [Link](#) - Organization, Company, University Policies
 - <https://www.bowdoin.edu/dean-of-students/resources/bias-reporting/bias-incident-protocol-2018.pdf>
 - [Link](#) - Department, Lab, Division, Advisor or Supervisor Policies
 - The college-wide reporting protocol is to be followed.
 - Are reporting policies regularly reviewed? What is the process for changing policy?
 - The Bowdoin College Bias Incident Group has reviewed and updated policies as part of its work.
 - Are the rates of reporting made publicly available (e.g. # of reports each year)?
 - Incidents are reported on the Campus and Community Index:
<https://www.bowdoin.edu/dean-of-students/resources/bias-reporting/The%20Index.html>
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - [Bias Incident online reporting form at Bowdoin:](#)
https://bowdoincollege.qualtrics.com/jfe/form/SV_6X7tqT4dSnN5zJX
 - Who are the designated individuals/positions for reporting incidents? The online reporting form is the preferred mechanism, unless it is an emergency or in-progress when the reportee is asked to call 911 or the office of safety and security (207-725-3500).
 - Can reports be made online? Where? **Yes see above** Anonymously? **Yes**
 - Who do in-person and online reports go to? Who has access to see reports? Janet Lohmann (Senior Vice President and Dean for Student Affairs), Michael Reed (Senior Vice President for Inclusion and Diversity), Benje Douglas (Associate Vice President for Inclusion and Diversity and Director of Title IX, Gender Violence Prevention and Education)—and when appropriate Tama Spoerri (Vice President of Human Resources) and/or Jennifer Scanlon (Dean for Academic Affairs)—in consultation with Randy Nichols, Director of Safety and Security
 - Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization? Police are included if the incident happens off-campus, and may be included at other times.



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- Committee on Faculty Grievances and Appeals – can report grievances “informally” or file a formal grievance. Processes outlined in the Faculty Handbook:
<https://www.bowdoin.edu/academic-affairs/pdf/20-21facultyhandbook.pdf>
- **What are the outcomes or consequences for reported individuals?**
 - Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.
 - Who decides the outcomes/consequences? What is the process? “The president, the dean of student affairs, the senior vice president for inclusion and diversity, the Title IX coordinator, the dean for academic affairs (when faculty are involved), and/or the vice president for human resources (when staff are involved) will determine if an act is serious enough to require engaging the College’s disciplinary processes.”
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 - Are reports tracked? **Yes** How are they tracked? Campus and Community Index By who?
 - Are repeated complaints escalated to a disciplinary board? What is the process?
- **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.
- **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.
 - Bowdoin Bias Incident Group
 - Self-identified faculty of color and international faculty working group
 - Support Staff Advocacy Committee
 - Bowdoin Student Government
 - Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
 - Campus climate surveys will be administered to students, staff, and faculty (one group each year) through Bowdoin’s participation in formed the newly Liberal Arts College Racial Equity Leadership Alliance.
 - Leadership proactively asks students and/or staff for input on how to improve.