URGE Complaints and Reporting Policy for University/Organization

This is what was found by the Rutgers University Pod at Rutgers, The State University of New Jersey 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. This is just a draft since we are still uncovering information and reporting policies.

- **The link(s) to the reporting policy at our organization are here:**
  - Rutgers University Policy Prohibiting Discrimination and Harassment: Link
  - Rutgers Title IX Policy and Grievance Procedures: Link
  - Rutgers University Discrimination, Harassment, Workplace Violence, and Retaliation Complaint Process: Link
  - Rutgers Student Code of Conduct:
  - Rutgers School of Environmental and Biological Studies (SEBS) Bylaws: Link
  - Department of Earth & Planetary Sciences (EPS) Graduate Program Bylaws: Link
  - Department of Marine & Coastal Sciences (DMCS) Reporting : Link
  - Are reporting policies regularly reviewed? Formulation, Issuance, and Maintenance of University Policies
  - What is the process for changing policy? How to Revise a Policy | Rutgers University Policy Library
  - Are the rates of reporting made publicly available (e.g. # of reports each year)? No

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
  - Who are the designated individuals/positions for reporting incidents?
    - If someone believes they are the victim of or a witness to an alleged bias incident, that person may report the incident, in person or by phone, to the Dean of Students Office, Residence Life staff, or another member of the Student Affairs staff. Individuals may also report an alleged bias incident online.
  - Reporting Procedures for:
    - EPS

- - - Can reports be made online? Where? Yes/**No**, Anonymously? Yes/**No**
    - Report complaints, harassment, etc. to GPD/Chair
  - Universitywide
    - For sexual misconduct complaints:
      - Can reports be made online? Where? **Yes**/No, Anonymously? **Yes**/No
      - Reports made to IX Office (who automatically contact RUPD), reports can be made online (Link) anonymously (with the caveat that little can be done without identification)
    - For discrimination/harassment complaints:
      - Can reports be made online? Where? Yes/**No**, Anonymously? Yes/**No**
      - Reports to Office of Employment Equity via complaint form (Link), redirected to departments to address complaints via department policies
- Who do in-person and online reports go to? Who has access to see reports? Rutgers Title IX Office and Rutgers University Police Department
  - Procedures for Students Alleging Sexual Assault, Harassment or Discrimination Against Employees, Staff, and Visitors.
  - Visio-AMN Flow Chart.vsd
- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

- **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?
  - Are reports tracked? Yes/No How are they tracked? 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, accomodations 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.