

URGE

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URGE Complaints and Reporting Policy for the various Universities/Organizations of Golden State Pod

This is what was found by Golden State Pod, who represent various institutions/organizations, 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 organizations are here:**

- [Link](#) - Organization, Company, University Policies

- **California State University San Marcos (CSUSM)**

- [Dean of Students \(list of resources for various types of complaints and concerns that students may have\)](#)
- [Title IX Office to report discrimination harassment, retaliation, sexual misconduct, dating and domestic violence or stalking](#)
- [Title IX Reporting Page](#)
- [Title IX University Procedures & Policies](#)

- **College of Marin (COM)**

- [AP 3435 DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES](#)
- [AP 5530 STUDENT GRIEVANCES](#)
- [HR Equal Employment Opportunity/Discrimination](#)

- [Link](#) - Department, Lab, Division, Advisor or Supervisor Policies

- [CSUSM Liberal Studies New Faculty Info \(geography is housed in Liberal Studies on our campus\)](#)

- Are reporting policies regularly reviewed? What is the process for changing policy?

- [COM Policy Review Process](#) The College of Marin subscribes to the Community College League of California (CCLC) Policy and Procedure Service. The service provides the College with legally vetted policy and procedure templates that are either legally required, advised or best practice. CCLC also provides the College with two updates per year to



Unlearning Racism in Geoscience

revise policies and procedures to incorporate new or revised laws and/or changes in Title 5 and the Education Code. I could find no other regular review process.

- Are the rates of reporting made publicly available (e.g. # of reports each year)?
 - [CSUSM Annual Report – posted to Title IX web page](#)
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - Who are the designated individuals/positions for reporting incidents?
 - COM: Supervisors, The person responsible for receiving Informal and Formal Complaints and implementing the procedures set forth in AP 3435. The District's RDO is the Executive Director of Human Resources and Labor Relations. If the complaint involves a designated equal employment opportunity officer/coordinator or the Executive Director of Human Resources, the complaint must be filed with the Superintendent/President.
 - Can reports be made online? Where? COM: There is a form that can be downloaded online, but it must be mailed in http://www.marin.edu/WORD-PPT/Discrim_Cplt_2008.pdf
 - Anonymously? COM: No
 - Who do in-person and online reports go to? Who has access to see reports? COM: Ex Dir. Of HR, and Chancellor's Office for California Community Colleges. Names and/or positions or "Not publicly listed/Unknown"
 - Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

California State University San Marcos

- Who are the designated individuals/positions for reporting incidents?

Unless otherwise noted (please see Exceptions below), any CSUSM Employee who knows or has reason to know of allegations of any form of gender based discrimination, including: Sexual Misconduct, Sexual Harassment, Dating Violence, Domestic Violence, Stalking or Retaliation has a duty to report this to the Title IX Coordinator. These Employees are required to disclose all information including the names of the Parties, even where the person has requested that his/her name remain confidential. The Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each incident.



Unlearning Racism in Geoscience

For more information on confidentiality and employee duty to report, please see Executive Orders [1096](#) and [1097](#).

AND

Any Employee, who is not a confidential resource under Executive Order 1096 or 1097, who knows or has reason to know of allegations or acts that violate Executive Order 1096 or 1097 shall promptly inform the DHR Administrator.

These Employees are required to disclose all information, including the names of the Parties, even where the person has requested anonymity. The DHR Administrator will determine whether such confidentiality is appropriate given the circumstances of each such incident.

Any other person with information regarding allegations or acts that violate Executive Order 1096 or 1097 are also encouraged to report such inform to the DHR Administrator.

[Exemptions to Mandatory Reporting by Employees](#)

- Can reports be made online? Where? **Yes**
<https://www.csusm.edu/title9/report/index.html> or
<https://www.csusm.edu/dhr/filereport.html> Anonymously? **Yes.**
- Who do in-person and online reports go to? Who has access to see reports?
Title IX Coordinator (currently Dr. Bridget Blanshan); or Deputy Title IX Coordinator/DHR Administrator (Gail Mendez)
Members of the Title IX team include the Title IX Coordinator, Discrimination, Harassment and Retaliation (DHR) Administrator, deputy Title IX coordinator (s), Title IX/DHR Investigator, the Dean of Students Office, Student Conduct Administrators, and appropriate University Police Department employees.

Depending on the relationship of the complainant and the respondent to CSUSM (student, staff, faculty, or third party) and the nature of the report, additional team members may include Appropriate Human Resources employees, the Associate Vice President for Faculty Affairs, and others as may be necessary. [Source: What to Expect from the Title IX Complaint Process.](#)



Unlearning Racism in Geoscience

- Are police included in the process? **Sometimes** When and how? **“Need to know” basis with the Complainant’s written consent. There are exceptions in [EO 1095](#).**
- Are individuals accompanied by an advocate or someone from the organization? **Stated in EO 1095 “Support Advisor. The Complainant and the Respondent may elect to be accompanied by a Support Advisor to any meeting or interview regarding the Complaint” Campus policy does not further specify.**
- **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, accommodations for continuing work/courses, option for pass/fail or outside assessment.
- At LLNL, resources that are available to all employees, including reporting individuals: All benefits-eligible employees of LLNS and their benefits-eligible family members are entitled to confidential, on-site, short-term counseling at no charge. Services are provided for either work or personal problems. Employee Assistance Program psychologists will help develop a plan to adaptively cope with problems. Sometimes this involves referrals to appropriate resources for specialized help. Off-site counselors are also available and can provide help 24 hours a day, 7 days a week. Employees and their eligible family members may meet with a counselor for up to 5 free visits. Most off-site appointments can take place within 48 hours at a convenient location. (Lawrence Livermore National Lab)
- The [California Department of Fair Employment and Housing](#) (DFEH) is the state agency charged with protecting Californians from unlawful discrimination in employment. If there has been a violation of civil rights laws, DFEH can pursue damages on your behalf. You may [file a complaint](#) with DFEH online, by mail, or over the phone.
 - The Federal Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws. Their website has [information on filing complaints](#).



Unlearning Racism in Geoscience

- Complaints filed with DFEH or EEOC are automatically cross-filed with the other agency. You only need to submit one complaint.
- After your complaint is evaluated, your case may be accepted for investigation. The other party is then required to respond to your complaint, and DFEH or EEOC will review the response with you. If the response is unsatisfactory and a violation of federal or California law occurred, the case will be forwarded to the legal division for mediation and a possible lawsuit.

(State of California)

- **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.