



URGE Complaints and Reporting Policy for Bucknell University

This is what was found by the Bucknell Geology Department pod at Bucknell University on policies for handling complaints, the reporting process, resources, and possible outcomes. All information included here was public; this document will be further modified as non-public answers to remaining questions are obtained.

- **The link(s) to the reporting policy at our organization are here:**

- Bucknell University Bias Incident Reporting Policy: <https://www.bucknell.edu/life-bucknell/health-wellness-safety/bias-incident-policy>
- Our department follows University policies on this matter and does not have a separate policy.
- Are reporting policies regularly reviewed? What is the process for changing policy?
 - This is not known; the most recent posted policy on the website is from August 2017
- Are the rates of reporting made publicly available (e.g. # of reports each year)?
 - Reports about incidents that must be reported under the Clery Act are made public, but not the number of bias incident reports as a whole.

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**

- Who are the designated individuals/positions for reporting incidents?
Anyone can report an incident (including people outside Bucknell and anyone within Bucknell)
- Can reports be made online? Where? Yes, at the following links:
If students are involved: <https://docs.google.com/a/bucknell.edu/forms/d/e/1FAIpQLSc-VrwtWZFCosOENV8QMMXIMLX0CMysIPEQI74Qcd9MG07g-g/viewform>
If faculty are involved: https://docs.google.com/forms/d/e/1FAIpQLSf-8At_R6xsLXQULfG9bo_sjQbb-WEoeTH6dpVmbuXksWHmQw/viewform
Anonymously? Yes
- Who do in-person and online reports go to? Who has access to see reports? If the

report involves students, it goes to the Dean of Student's office. If the report involves faculty, it goes to HR and the Associate Provost for Equity and Inclusive Excellence. If it involves sex discrimination/sexual misconduct, the Title IX coordinator will be in charge (although that position is currently unfilled). Within these offices, it is not specified who specifically will be in charge and who has access to the reports.

- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

If incidents involve a hate crime, Bucknell public safety is involved. It is not clear whether advocates are allowed; they are not specified in the bias incident policy. For sexual assault incidents, advocates accompany the students.

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

- For students, either a restorative mediation process, a student code of conduct process, or no disciplinary action. For faculty/staff, it says "consistent with faculty and staff policies and procedures," but does not specify beyond that.

- Who decides the outcomes/consequences? What is the process?

- Are reports tracked? Yes, even if no disciplinary action is taken.

How are they tracked? By who?

Public safety handles hate crime tracking; bias incidents are tracked by "the University" and are supposed to be reported in an annual bias incident report made available online, but we were not able to locate this report.

- Are repeated complaints escalated to a disciplinary board? What is the process?

This is not specified in the written policy. In other campus boards (not specifically related to bias incidents), the history of a subject under review is considered at the consequence stage of the process.

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

This is not specified in the bias incident policy. We do have mental health and student wellness resources on campus. There are no formal protections against retaliation or repercussions, although reporting can be done anonymously if that is a concern.

- **What resources are available to groups raising issues or proposing changes?**

This is not addressed in the bias incident reporting policy.