



Session 2 Deliverable: URGE Complaints and Reporting Policy for Cascadia Pods' Affiliated Organizations

This is what was found by Cascadia Pod members on their affiliated organizations policies for handling complaints, the reporting process, resources, and possible outcomes. At the end we summarize areas within our institutions where there are gaps in the reporting process and target some areas of change and improvement.

- **The link(s) to the reporting policy at our organization(s) are here:**
 - **Oregon State University**
 - Equal Opportunity Office:
<https://eoa.oregonstate.edu/policy-index>
Policy review follows the process
<https://policy.oregonstate.edu/policy-development-process>. The EOA office has representation on the Policy Advisory Group.
EOA Annual report example:
<https://eoa.oregonstate.edu/sites/eoa.oregonstate.edu/files/2018-2019annualreport.pdf>
It's important to note that the data in the annual report is updated annually. It is, however, not shared ahead of the publication of the annual report. It should also be noted that the authors of this report do not give out data outside of this cycle because they cannot guarantee (1) that what they would give would reflect an infinite number of hypothetical circumstances and (2) that while they love offering data to support decision making, their ability to provide this data is limited by staffing.
 - College of Earth, Ocean, and Atmospheric Sciences Harassment Policy <https://ceoas.oregonstate.edu/harassment>
 - Office of Institutional Diversity (OID)
<https://diversity.oregonstate.edu/about-oid>
 - OID Bias Incident Response online form:
https://cm.maxient.com/reportingform.php?OregonStateUniv&layout_id=10, protocols:
<https://diversity.oregonstate.edu/sites/diversity.oregonstate.edu/fil>



[es/oregon_state_reported_bias_incident_protocol_v_5-21-2018.pdf](#)

- **Washington State University Vancouver**
 - [Office of Compliance and Civil Rights](#) (CCR); policies can be found [here](#) (see [Ep 15](#) specifically), reporting requirements [here](#), and procedural guidelines for CCR responding to reports [here](#)
 - Policies must be reviewed by CCR [every 3 years](#). Able to find [some](#) examples of the CCR periodically reviewing and changing policy (see Accomplishments and Initiatives section of [annual report](#)). However I was unable to find information on if any outside review occurs system-wide, although CCR [occasionally provides a forum](#) for students to discuss CCR's proposed changes and there is an [Equity of Student Outcomes Council](#) that periodically reviews policies on the Vancouver campus specifically.
 - Rates of reporting are publicly available through the OCCR's annual report, with some time lag; [2018-2019's report](#) was published in Apr 2020, haven't found anything more recent.
- **Government Lab**
 - Only Publicly available to employees who can access institution's network.
 - Employees Concerns Program which stores reporting policies, forums and/or lines of commands to change them.
 - Did not mention the reporting rate.
- **University of Washington**
 - UW [Civil and Environmental Engineering JEDI website](#), Contact committee leaders or anonymously with [JEDI feedback form](#)
 - I can't find anything about reporting rates in CEE.
 - CEE directed to College of Engineering (CoE) [Bias reporting website](#)
 - CoE encourages a reporting hierarchy (e.g., advisor, department student services adviser/administrator, Director of Human Resources, Associate Dean, HR consultant, University Complaint Investigation and Resolution Office)
- **Blue Marble Space**
 - <https://www.bluemarblespace.org/policies.html>
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - **Oregon State University**
 - <https://eoa.oregonstate.edu/> with online reporting links on EOA's home page. Reports can be anonymous.

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- I think most reports start by going through Roni Sue. (<https://eoa.oregonstate.edu/people/roni-sue>)
- Our responsible reporting policy is found here <https://eoa.oregonstate.edu/responsible-employee-policy>.
- We used to have a contact in the College for these concerns, but I think this has all been centralized now. We can report things to supervisors and Deans as well.
- Graduate students, staff, and faculty are each represented by separate unions which have grievance procedures.
- The investigation process differs based on a few categories. All may be found here <https://eoa.oregonstate.edu/sexual-misconduct-and-discrimination-policy-and-procedure>.
- Police involvement seems to be left to the choice of the complainants and requires a separate filing with law enforcement.
- **Washington State University Vancouver**
 - According to the CCR's [procedures for responding to a complaint](#), reporting goes through "Title IX Coordinator, Title IX Deputy Coordinator, or the CCR investigator" of which there are [five potential investigators in addition to the director](#). If there is a conflict of interest, [the report is passed](#) onto "Human Resources, an external investigator, or another appropriate office"
 - [Reports can be made online anonymously here](#)
 - It is unclear who has access to the reports--I think definitely the [investigators and likely the director at CCR](#), but not sure who else.
 - CCR is required to report to police in some cases (mostly abusive situations, see ["Mandatory Reporting to Law Enforcement"](#) section of procedures). Otherwise, they leave it up to the reporting party to decide. It does not appear like CCR provides an advocate or liaison in either case.
- **Government lab**
 - Confidential Employee concerns hotline or internal mailing system
 - Online reports are not publicly available.
 - Reports are taken to designated Employee Concern Contact. If an employee feels concerns have not been addressed, can take it up to higher levels (i.e., contact a specific office at the federal level).
 - *(Not required in all departments)* Monthly to bi-monthly peer groups ---meetings with at least 4 other employees in your department but not with peers whom you work with directly. Purpose is to bring up concerns with peers who can report as a group to a team lead and then be addressed from there without having to name names.

- **University of Washington**
 - [Bias Incident, Bias Concern, Non-Discrimination and Sexual Harassment Resources](#): Report a bias incident to be reviewed by the UW's Bias Incident Advisory Committee, Contact an Engineering Advocate
 - University [policy on non-discrimination and non-retaliation](#)
 - Academic and Student Union contract: [American Federation of Teachers contract](#), United Auto Workers - [Academic Student Employees contract](#), United Auto Workers - Postdoctoral Employees
- **Blue Marble Space**
 - Policies and Contact information found at handbook.bmsis.org
 - Anonymous feedback form: anonymous.bmsis.org
- **What are the outcomes or consequences for reported individuals? Ex: Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.**
 - *Institution*
 - *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?*
 - **Washington State University Vancouver**
 - According to the [annual report](#), undergraduate student outcomes suspension, expulsion, disenrollment, probation, a 'permanent registration hold', a 'conduct hold', 'other sanctions', others likely not listed.
 - Employee outcomes include non-renewal of appointments, resignation, 'referral', demotion, 'departmental resolution', others likely not listed.
 - **Government Lab**
 - Follow-up action is joint decision of supervisors, directors, and HR reps based on situational conditions.
 - Unclear if reports are tracked (or at least do not seem to be public for all employees to view)
 - **Blue Marble Space**
 - Per the [organization bylaws](#), upon reporting, an inquiry committee is formed for fact finding. The committee then recommends a course of action to the board of directors, which can include loss of affiliation.
- **What resources are available for individuals reporting?**
 - **Washington State University Vancouver**



- CCR provides “[Supportive Measures](#)” to individuals reporting, i.e. “Non-disciplinary, non-punitive individualized services offered as appropriate, and where reasonably available, without fee or charge”. These include academic measures (e.g. flexibility in grading, attendance, etc. that aim to protect against academic repercussions but do not automatically investigate potential impact on grades), referral to care providers, employee services, and law enforcement/safety services.
- No mention of counselors or advocates for students campus-wide, although the Vancouver campus [Bias Response Team](#) provides this resource to those pursuing CCR complaints. Campus ombudsmen are not available for students to utilize during CCR complaints.
- **Government Lab**
 - Designated Retaliation Concern manager to help with employees concerned about retaliation. Policy states retaliation is not accepted at any level.
 - Resources and trainings through a D&I group
 - Several free counseling or menthol health wellness sessions provided by institutions at the main campus. No mention of race, gender, or ethnicity of counselors.
- **Blue Marble Space**
 - None :(. Not sure what we could provide given the small size of our organization.
- **What resources are available to groups raising issues or proposing changes?**
 - **Washington State University Vancouver**
 - Unable to find any information on how/if petitions, signatures, etc. can automatically trigger a town hall, meeting with leadership, or policy change. According to the university’s “[policy on policies](#)”, any substantive change to written university policy must be initiated by the department responsible for the policy itself--I am not sure how that initiation process happens from the outside.
 - Campus president in 2017 created a “[campus culture & climate initiative](#)” that created multiple working groups, one of which is the [Executive Policy 15 Work Group](#) - can propose changes to [Ep 15](#) policy (policy that protects students and employees against discrimination).
 - Unable to find information on regular cultural surveys, although I assume one was involved in the decision to make the ‘campus



culture & climate initiative' in 2017 and [others have been administered in the past](#).

- WSU releases an [NSSE survey](#) to students every 2 years, which includes a diversity component.
- **Government lab**
 - Employee Resource Groups: “employee-driven, executive-sponsored groups organized around a shared set of characteristics, experiences, or purposes related to a dimension of diversity and inclusion.”
 - Leadership shifts based on federal regulations
- **Blue Marble Space**
 - Any ideas for change are welcome and heard by the board of directors.

Cascadia Pod Acknowledged Gaps & Need for Improvements Across Institutions:

1. Need for stronger systems in place for reporting incidents at the individual lab level at universities. Challenges could be addressed by forming peer groups across labs and PI's holding conversations to acknowledge difficulties/realities of power dynamics between senior and junior employees.
2. Variability in transparency of reporting policies across different universities and institutions