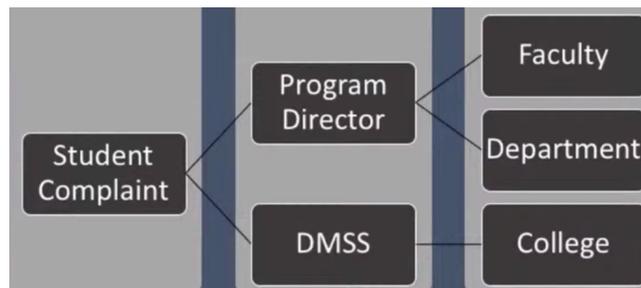


Complaints and Reporting Policy

The Geosciences URGE Pod at Colorado College investigated our institution’s policies for handling complaints, the reporting process, resources, and possible outcomes. Most information was found on College web pages and is public. Sometimes, we discovered that contradictory policies or procedures exist because different entities within the institution worked separately from each other, without coordination. Current work by the newly-created Office of the Dean of Equity, Inclusion and Faculty Development, in concert with the Butler Center for Intercultural Leadership, is expected to resolve the contradictions, clarify existing procedures and institute new reporting procedures for occurrences of racism.

Colorado College is a small liberal arts institution that serves undergraduates only. The size of the student body is ~2100 students. The number of faculty in any one department is small, and the number of geosciences faculty is seven (out of 167 full-time faculty at the College) and split between two departments/programs. *The circumstances are such that if privacy and confidentiality are to be maintained for reports and individuals, an institutional rather than departmental reporting policy is preferable.* The institution employs professionals/support staff and trains peer counselors who are knowledgeable of and able to implement correct procedures of trauma response and conflict management. The URGE Zoom Session 2 interview included that best practices include a mediator or program staff who intercedes for students who have a complaint against a professor, group, department or college:



1. The link(s) to the reporting policy at our organization are here:

1. [Colorado College Academic Petitions, Grievances & Appeals](#). The procedure provided there points to a second web page, “Grievances Against Faculty,” with a direction to “See [Academic Policies and Procedures](#) > Academic Grievances”.

However, there is no heading for Academic Grievances on the [Academic Policies and Procedures](#) page, so this proved to be a dead end. (We alerted the Associate Dean for Diversity, Equity and Inclusion and the situation will be remedied).

2. Colorado College's [anti-discrimination policy and procedures](#). The purpose of the policy is "to prevent discrimination, harassment, and retaliation by educating students, faculty, and staff about behaviors that may constitute prohibited conduct," according to the policy statement. Furthermore, "The College requires faculty and staff to promptly report conduct that may violate this policy to the Title IX coordinator or one of the deputy Title IX coordinators."
3. [College Antiracism Framework and Progress updates](#)
4. Reporting policies are somewhat regularly reviewed. The most recent revision was submitted in November 2018 and approved in June 2019. The process for changing policy and requesting revisions is unclear, and our Pod **requested/is awaiting information** from the College Administration about this.
5. For student members of the Community, there are [Community Standards and Conduct Procedures](#). Reporting mechanisms are as described above. Assault, broadly defined, can be reported to the Student Title IX Assistance & Resource Team (START), a confidential peer-to-peer resource for students. START specifies their function in Title IX complaints (but they may be expected / capable of broadening their counseling to racism complaints). Our pod requested clarification about this, since there is not a separate mechanism for reporting racism or non-gender/ non-sexual identity related discrimination.

2. What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?

Colorado College community

- The principal mechanism for anonymous or self-identified reporting of complaints is via Colorado College's [Title IX web resource and reporting](#).
- The [BADASS Active Bystander Intervention](#) resource clarifies problematic behavior that requires intervention and/or reporting.
- Reports can be made online, self-identified or anonymously, via [the Title IX reporting page](#).
- For College Faculty who experience discrimination or racism, a resource is the [Ombuds Office](#). The function of the Ombuds Office is "to ensure fair processes and equitable treatment in matters of concern, to facilitate communication, and to prevent problems from escalating." It offers "help in managing and resolving a

workplace conflict, [raising] a concern, or just exploring options.” Consultations are kept confidential and ‘reporting’ amounts to conversation during in-person appointments with the College Ombuds-person (an individual).

CC geoscience pod community (Geology Department and Environmental Program)

- At present, the mechanism available to faculty and students in the geosciences at Colorado College arises from the College anti-discrimination policy. At the level of Department, Lab, Division, Advisor and/or Supervisor level, no policies or procedures are in place. Our pod submitted an inquiry to the College Administration to learn whether the Title IX online complaint and reporting form is the correct place for reporting harm done by antiracist speech or behavior to be reported and addressed. We were informed that **work is in progress** on an antiracism reporting policy and procedure.
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3. Further points and additional information

Are the rates of reporting made publicly available (e.g. # of reports each year)?

Our Pod could find no information about reports or rates of reporting within the College’s online materials nor via web search of Colorado Springs City reports and media. **The Pod requested/is awaiting information** from the College Administration about this.

Who are the designated individuals/positions for reporting incidents?

Wellness Resource Center Director, [Heather Horton](#)
Sexual Assault Response Coordinator (SARC), [Anna Thompson](#)
Other support can come from the [Butler Center for Intercultural Leadership](#) and the [Senior Associate Dean of Equity, Inclusion, and Faculty Development](#), Peony Fhagen

Where do Faculty voice complaints? How do you make people feel comfortable coming to you?

Faculty and staff complaints can be brought to the [College Omsbudsperson](#) who is charged to serve as a neutral, unaffiliated guide and discussant for Faculty and Staff. Dr Paul Kuerbis, the Ombudsman, is Professor Emeritus of Education.

Complaints also can be made to the Department Chairs, Associate Deans, and Dean. The recommendation for individuals to report or bring complaints to these persons is not hierarchical nor is there a strict protocol in place. Suggestions about ‘who to report to’ appear in the Faculty Handbook; on web pages that present CC’s [Anti-discrimination Policy and Procedures](#) (updated 12/16/2020).

What formal reporting process is available to you? Can you report online? Anonymously?

Complaints can be made to the Department Chairs, Associate Deans, and Dean (however, see graphic on p. 1). The recommendation for individuals to report or bring complaints to these persons is not hierarchical. A web search of CC online resources suggests the use of email as the means to contact the Deans.

Were past incidents reported? Were there consequences for people involved, for the target?

The current option for faculty is to report to and converse with the Omsbudsperson:

<https://www.coloradocollege.edu/offices/ombuds>.

One of our Pod members is on Faculty Executive Committee, and she informed Pod members that her subcommittee does have an objective to work on a Faculty Code of Conduct (that is not in existence, so far), but it is not clear whether there will be time, this academic year, to prioritize that work.

Conclusion

The Geosciences URGE Pod at Colorado College investigated our institution's policies for handling complaints, the reporting process, resources, and possible outcomes. Most information was found on College web pages and is public. Sometimes, we discovered that contradictory policies or procedures exist because different entities within the institution worked separately from each other, without coordination. Current work by the Office of the Dean of Equity, Inclusion and Faculty Development, in concert with the Butler Center for Intercultural Leadership, is expected to resolve the contradictions, clarify existing procedures and institute new reporting procedures for occurrences of racism.