
URGE Complaints and Reporting Policy
Department of Earth and Atmospheric Sciences

This is what was found by IU Earth and Atmospheric Sciences Pod at Indiana University on policies for handling complaints, the reporting process, resources, and possible outcomes. All the following information is public. More research needs to be done on sections highlighted in yellow.

- **The link(s) to the reporting policy at our organization are here:**
 - University Policy on Discrimination, Harassment, and Sexual Misconduct: [link](#)
 - Bloomington Campus complaint policy for students: [link](#)
 - These policies are decided by the Policy Advisory Council: [link](#)

“The Policy Advisory Council (PAC) meets quarterly to review and distribute new or revised policies, and to discuss improvements to the policy development process. PAC membership includes representatives from each of Indiana University’s campuses, as well as the offices of IU’s vice presidents.

- Department of Earth and Atmospheric Sciences Governance Policy: [link](#)
- The Office of Institutional Equity publishes an Annual Report: [link](#)

“Each year, we document our efforts from the prior academic year in OIE’s Annual Report. Our report includes highlights of the year’s prevention and compliance efforts, and information on the number, and response to, reports of discrimination, harassment, and sexual misconduct brought to the university’s attention during that academic year.”

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - Report to someone within the department
 - Michael Hamburger and Shelby Rader are the department ombudspeople: [link](#)
 - Other point of contacts for students

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- Report to someone outside of the department

Eliza Pavalko
Vice Provost for
Faculty and
Academic Affairs
Bryan Hall 111
812-855-9973
epavalko@indiana.edu

**Meet with a Dean of
Students**
Fill out form at this [link](#)

Libby Spotts
Director/Deputy
Sexual Misconduct &
Title IX Coordinator
801 N. Jordan
Avenue
812-855-5419
osc@indiana.edu

- Online Reporting Mechanisms for Students

Report a Bias Incident: [link](#)

“What is a bias incident?”

A bias incident targets a person based on age, color, religion, disability (physical or mental), race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran status. Bias incidents occur when someone is subject to discrimination, harassment, abuse, bullying, stereotyping, hostility, marginalization, or another form of mistreatment simply because they identify with or are part of a particular group.”

Report Student Misconduct: [link](#)

“Behavior that violates the Indiana University Code of Student Rights, Responsibilities, and Conduct is considered misconduct. If you believe you’ve experienced or witnessed an incident involving misconduct at IU Bloomington, the first step toward resolving the incident is to report it.”

University-wide Anonymous Reporting: [link](#)

“Do you need a safe, anonymous way to report violations of university policy or activities involving financial or other misconduct? Through IU’s partner, EthicsPoint, you can make your concerns known without fear of reprisal.

Any report you submit through EthicsPoint will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter. EthicsPoint and IU are committed to safeguarding the confidentiality of anyone who submits a report. All reports will be carefully reviewed by IU staff.

Reports submitted through EthicsPoint go directly to EthicsPoint’s secure servers, which are not part of IU’s network.”

- Reporting for Postdocs and Faculty: [Office of Institutional Equity](#)



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- Reporting Mechanism for Staff: [IU Human Resources](#)
- Who do in-person and online reports go to? Who has access to see reports?
 - The Vice Provost for Faculty and Academic Affairs responds to Faculty complaints.
 - The Dean of Students office responds to student-made reports.
 - Anonymous reports are handled discreetly through EthicsPoint
- Are police included in the process? **When and how? Are individuals accompanied by an advocate or someone from the organization?**
 - Police may be alerted by the Dean of Students Office following a misconduct report or bias incident.
- **What are the outcomes or consequences for reported individuals?**
 - **Outcomes of a bias incident report**
 1. Report: A bias responder receives a report of a bias incident.
 2. Respond: The bias responder contacts the reporting party within two business days to gather information about the incident. (Reports can be submitted anonymously, but an anonymous report limits the bias responder's ability to gather information and respond to the incident.)
 3. Evaluate: The bias responder and the Bias Network evaluate the incident and consider possible responses. Responses will vary according to the nature of the incident and the individuals involved.
 4. Resolve: The bias responder and the Bias Network design a response plan and notify the reporting party of it. If the reporting party objects to the plan, the bias responder and the Bias Network consider the objections and decide either to revise the plan or to proceed with its implementation.
 5. Assess: Bias responders share data, patterns, and trends with the Bias Network to create awareness and influence cultural change."

Possible responses for reported students:

"A notice to the campus community about the incident to create awareness and influence change, Educational conversations, workshops, seminars, and trainings, Removal of graffiti or flyers, Mediation and facilitated dialogue, Support and assistance to affected individuals and/or communities, Resolution agreements (e.g., behavioral contracts), Verbal warnings, Referrals to relevant resources (e.g., Counseling and Psychological Services' Let's Talk program), Referrals to other offices or departments as appropriate (e.g., the Office of Student Conduct or the IU Police Department)"



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- **Outcome of reporting an incident of misconduct against fellow students for academic, personal, organizational, or sexual misconduct.**
 1. Office of the Dean of Students is responsible for investigating claims against students
 2. They may assign an action plan, consisting of an educational pillar, knowledge pillar, restorative pillar, reflective pillar, wellness pillar: [link](#)
 3. There is potential for suspension or expulsion of the reported individual, or referral to police.

- Who decides the outcomes/consequences? What is the process?
 - Reports against Faculty are handled by the Bloomington Faculty Council, reported to the Office of Institutional Equity
 - "The Board shall report annually to the Bloomington Faculty Council the number and types of cases presented to it and shall indicate the number of cases in which it was recommended that the faculty member be sustained."*

- Are reports tracked? **Yes** How are they tracked? By who?
 - Reports against Faculty are handled by the Bloomington Faculty Council, reported to the Office of Institutional Equity
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- 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.
 - The Student Advocates Office are available to help students find help. [link](#)

"College life can be confusing and overwhelming, and sometimes you just need someone to help you sort things out. If you're facing an issue that is affecting your ability to succeed at Indiana University Bloomington, you can get help from a Student Advocate. Student Advocates are retired IU faculty and staff members who volunteer their time and expertise to help students facing academic and personal challenges. No matter what your situation is, Student Advocates are here to listen nonjudgmentally, provide unconditional support, and help you resolve problems so you can successfully complete your degree."



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- Automatic or requested investigation of potential impact on grades or evaluations.
 - Request grade change through student advocates office at [link](#)
- Protection against retaliation or repercussions, accommodations 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?
 - Earth and Atmospheric Graduate Student Association holds monthly meetings with department leadership to follow up on issues.
 - Meet with Dean of Students: [link](#)
 - Working groups or committees with power to change or propose changes to policy.
 - Committees outlined in Department of Earth and Atmospheric Governance Policy: [link](#)
 - Policy feedback form concerning University policy: [link](#)
 - Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
 - The Office of Institutional Equity publishes an annual report at [link](#)
"Each year, we document our efforts from the prior academic year in OIE's Annual Report. Our report includes highlights of the year's prevention and compliance efforts, and information on the number, and response to, reports of discrimination, harassment, and sexual misconduct brought to the university's attention during that academic year."
 - Leadership proactively asks students and/or staff for input on how to improve.
 - The Diversity and Inclusion Committee is discussing a "suggestion box" email
 - The Director of Graduate Studies regularly seeks out feedback from graduate students
 - The Earth and Atmospheric Graduate Student Association holds monthly town halls to solicit graduate student input, which is relayed to leadership in separate monthly meetings.