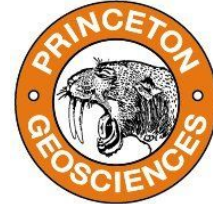




URGE

Unlearning Racism in Geoscience



Reporting Policies and Resources

URGE Complaints and Reporting Policy for Princeton University

This is what was found by Princeton GEO/AOS Pod at Princeton University 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 organization are here:

- [Link](#) to Princeton University “Policy on Discrimination and/or Harassment” and associated [FAQ](#) page (Office of Institutional Equity and Diversity)
 - The [Ombuds office](#) provides advice and guidance on university policy, particularly concerning conflicts and issues.
 - [Link](#) - Department, Lab, Division, Advisor or Supervisor Policies
 - Are reporting policies regularly reviewed? What is the process for changing policy?
 - Are the rates of reporting made publicly available (e.g. # of reports each year)?
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What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?

- **Who are the designated individuals/positions for reporting incidents?**
 - If an NSF-funded PI or co-PI is involved in harassment, the [NSF mandates reporting by the university](#).
- **Can reports be made online? Where?**
 - Option 1: [Named report](#)
 - The linked report "triggers the University's internal investigative process"
 - Option 2: [Anonymous report via the EthicsPoint hotline](#)
 - Because the individual reporting maintains anonymity, the extent to which an investigation can be conducted is limited
- **Who do in-person and online reports go to? Who has access to see reports?**
 - **Names and/or positions or “Not publicly listed/Unknown”**

- The online reports go to the Princeton University [Office of the Vice Provost for Institutional Equity and Diversity](#)
- **Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?**
 - Reporting a criminal incident (eg. hate crime) will involve contacting the [Department of Public Safety](#)

What are the outcomes or consequences for reported individuals?

- **Follow-up by supervisor, training (bias, etc.), disciplinary action, termination**
 - <https://inclusive.princeton.edu/addressing-concerns/policies/policy-discrimination-and-harassment#Policy-Complaint-Faculty&Staff>
- **What is the process? Who decides the outcomes/consequences? The process differs slightly depending on whether or not the complaint was filed against a faculty/staff member or against a student**
 - All reports are sent to the Office of Equality and Diversity
 - The Office of Equality and Diversity will acknowledge the report and will send a list of additional resources available on campus
 - They will do a preliminary assessment and determine if other Princeton University offices should be involved in the assessment.
 - If the report indicates a potential violation of University policy, the incident will be referred to the appropriate office(s) for review under existing discipline processes. Not every incident is referred to a disciplinary process.
 - At the conclusion of the investigation, the investigator will prepare a written report. The report will explain the scope of the investigation and whether any allegations in the complaint were substantiated. The written report will be submitted to the appropriate Dean (in most instances the Dean of the Faculty) or Vice President (in most instances the Vice President for Human Resources) and to the Provost's Office.
 - If the report indicates that University policy has been violated then "corrective actions" will be determined by the appropriate dean/VP in consultation with the manager or department head. Examples of possible "corrective actions" can be found [here](#).
 - The above steps are summarized from [the Inclusive Princeton website](#)
- **Are reports tracked?**
 - Records of the incident are tracked by the office of institutional Equality and Diversity
- **Are repeated complaints escalated to a disciplinary board? What is the process?**

- If [retaliatory behavior](#) occurs after the issuance of the determination, either party may bring a complaint under this Policy.
- Dean/VP/Provost may [implement measures](#) to ensure that the person who filed the complaint is not subjected to further discrimination or harassment, and to remedy the effects of any discrimination or harassment that may have occurred (e.g., counseling or training, separation of the parties, and/or discipline of the accused, including a written warning, financial penalty, suspension, demotion or termination).
- **Additional note:** Prior to the conclusion of an investigation and findings, a complaint of discrimination or harassment does not constitute proof of prohibited conduct. As such, the complaint shall not be taken into account during reappointment, tenure, promotion, merit or other evaluation or review until a determination has been made that the University's Policy has been violated.

What resources are available for individuals reporting?

- **Counselors or advocates, especially those of the same race, ethnicity, and gender.**
 - [The Carl A. Field Center for Equality and Cultural Understanding](#)
 - [Page with information on reporting](#) harassment or bias
 - UHS [counselors](#) filtered by “professional interest in diversity and inclusion” - **confidential**
 - PU DEI Staff [contact information](#)
 - [Ombuds Office](#) -- “a **confidential** place to discuss academic concerns, administrative issues, workplace issues, explanation and interpretation of policies and procedures, and many other issues and concerns. You can speak freely to us because the University Ombuds Office offers a place where you can talk with a confidential, impartial resource about a complaint, conflict or problem and we are not part of any formal University process.”
 - They can offer confidential counseling before/during the reporting process
 - However, they **will not engage** in any situation that may cause a conflict of interest
 - [The LGBT Center](#) also offers assistance finding someone to speak to about harassment -- contact Eric Anglero (eanglero@princeton.edu), the program coordinator
- **Support for individuals looking for community**
 - Carl A. Fields Center -- [PU Mentoring Program \(PUMP\)](#) (undergrad) pairs first-year students of color with sophomore to senior mentors, as well as an alumnus of color to help them navigate and adjust to campus life.
 - Carl A. Fields Center -- [Student Cultural Groups](#)
 - University [Affinity Groups](#) / grad SoC [Groups](#)

- **Automatic or requested investigation of potential impact on grades or evaluations.**
 - Could not find anything regarding **automatic** investigation into academic standing linked to the harassment/bias reporting procedure
 - [Formal appeals by undergraduates on academic matters](#) “may be presented to the Faculty Committee on Examinations and Standing. A grade change can be submitted by the faculty member in charge of the course if circumstances warrant such an action. *Rules and Procedures of the Faculty* provides that the Faculty Advisory Committee on Policy may hear appeals from decisions of faculty committees made on academic grounds that directly affect a student's academic standing and for which appeal is not otherwise provided.”
 - Graduate students with concerns regarding academic standing should follow the “Graduate Student Grievances” procedure outlined in [Section 2.6.7 of the Rights, Rules, and Responsibilities](#).
 - Graduate students can “consult the **deputy, associate, or assistant dean of the Graduate School for academic affairs** for further review” if the complaint cannot be resolved at the departmental level

- **Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment.**
 - The [Policy on Discrimination and/or Harassment](#) (VIII) prohibits that **any form of retaliatory action** against someone who “(1) files a report, complaint or grievance under this policy (or with an external entity); (2) opposes in a reasonable manner an action or policy believed to constitute a violation of this policy; or (3) participates in University investigations, compliance reviews, or discipline proceedings under this policy.”
 - “Depending on the circumstances referenced above, retaliatory acts may include (but are not limited to):
 - Adverse employment action;
 - Adverse action relating to participation in an educational or working program;
 - Unreasonably interfering with the academic or professional career of another individual;
 - Engaging in conduct which constitutes stalking, harassment, or assault;
 - Engaging in efforts to have others engage in retaliatory behavior on one’s behalf.”
 - [Retaliation FAQ Page](#)
 - [FAQ](#) response. See: “I feel that I’ve experienced bias, discrimination or harassment. What are my options?”
 - [Section IV-2](#) states that the University may take steps to deter retaliation before or during the investigation process
 - Those concerned about retaliation should **contact Cheri Burgess** (the Director for Institutional Equity and EEO) directly (clawson@princeton.edu) to discuss concerns before reporting or if they feels they are being retaliated against

- Here are [some resources](#) specific to **Online Harassment**
 - [General policy for protection against retaliation](#)
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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?**
 - University
 - CPUC: unclear how to get a meeting with CPUC beyond contacting Christine Gage (cgage@princeton.edu) or approaching the group's [appropriate representative](#). Could not find listed policy on follow-up processes for interactions with CPUC
 - USG:
 - GSG: Hold regularly scheduled and publicized general assemblies open to all grad student
 - AOS:
 - Student-Faculty meeting: Happens every month, student rep consolidates concerns from students and reports to faculty
 - GEO:
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- **Working groups or committees with power to change or propose changes to policy.**
 - University:
 - [The Council of the Princeton University Community \(CPUC\)](#)
 - [Undergraduate Student Government](#)
 - [The Graduate Student Government](#)
 - AOS:
 - Student-Faculty meeting: includes 1 student rep, meets monthly
 - DEI Committee: includes 1 postdoc rep, 1 student rep and 3 faculty members
 - GEO:
 - [Graduate Work Committee](#)
 - [The Princeton University Geosciences Society \(PUGS\)](#)
 - [The Diversity Committee](#)
 - Advisory Council - a group of people with no formal ties to the department, but who listen to feedback from students/postdocs and relay recommendations to the faculty. Meet once/twice a year, with a student representative.
- **Cultural surveys, regular or only after wide-spread reports or high-profile incidents.**
 - University:
 - [FAQ on discrimination and harassment](#): The Director for Institutional Equity in the Office of Institutional Equity and Diversity ([Cheri Burgess](#)) keeps and monitors records of complaints about

individuals/departments/units. If a pattern that could indicate a hostile environment is identified, they may initiate a climate review, or other actions, to provide programming or remedial training.

- [University Services Employee Climate Survey](#): Done every 2 years, voluntary
- AOS:
- GEO:
- **Leadership proactively asks students and/or staff for input on how to improve.**
 - University:
 - You can [apply](#) for up to \$1000 to sponsor events related to DEI “[conversation topics](#)”
 - Signature Event Programs can receive up to \$10,000 of funding
 - E.g. public lectures/workshops that are supported by a department
 - AOS:
 - GEO:
 - The Diversity Committee is accepting proposals requesting funds to support innovative initiatives to enhance DEI. The due dates are Jan 22nd and Apr 23rd this year.
 - Email address for raising issues to the University but including GEO: ideasforchange@princeton.edu. To remain anonymous, leave message here: <https://inclusive.princeton.edu/make-your-voice-heard>