URGE Deliverable 3

QRC Anti-Discrimination/ Anti-Harassment Complaint Reporting Draft Plan

February, 18, 2021

The Quaternary Research Center at the University of Washington is an interdisciplinary center that brings together faculty, students and staff from departments across the paleosciences with interests in the interdisciplinary study of the Quaternary Period. We are scholars working in the earth, atmospheric, oceanographic, life, and human sciences focused on better understanding how our planet has changed through the last ice ages and relatively quiescent Holocene, how humans, plants, and animals have evolved and adapted to those changes, and how humans expanded from a subtropical African primate to a global species with outsized impacts on the climate, earth, ocean and biota that we evolved to depend on. The QRC was founded at the University of Washington more than 50 years ago (1969), publishes the international journal Quaternary Research (since 1970), and has a thriving membership of over 75 scholars from across the University of Washington and beyond. We are fortunate to be able to provide modest seed grants to students and faculty for interdisciplinary research, and we occasionally sponsor visiting speakers, workshops and seminars.

This document is prepared as a **DRAFT** QRC policy that we plan to implement in our small interdisciplinary center and that will pool available resources in our member units from and at the University overall. The URGE bullets are included at the bottom of this draft to organize available resources from around the University of Washington,

ultimately as resources for our members beyond the QRC grievance reporting policy that this draft seeks to model.

Delegates of the QRC DEI committee, the Director and/or Program Coordinator, as appropriate, will act as contact points for complaints about discrimination or harassment arising from members of the QRC and/or related to QRC activities (i.e., meetings, funding, events, etc.). The College of the Environment and the University have policies for handling such issues https://environment.uw.edu/about/diversity-equity-inclusion/tools-and-additional-resources/resources-for-staff-and-faculty/; this QRC DEI committee directive on complaints is not meant to supersede these policies, but instead to provide additional options and support for QRC members in pursuit of justice on issues related to discrimination or harassment.

How to register a complaint or raise an issue:

- The committee can accept anonymous complaints.
- The committee should set up a webform to receive complaints.
- In addition to QRC options for registering complaints, we will also provide links to reporting resources in our partnering units as well as University wide support on our website.

How to handle complaints or issues:

- All matters related to complaints will be handled confidentially, limited to the QRC Director, Program Coordinator, and possibly DEI committee members if such a committee exists and is active.
- If no resolution can be reached at the QRC level, the Director or Program Coordinator should consult with involved parties to raise the issue to the University level. Complaint mechanisms could allow the complainant to identify a pathway for elevating (e.g., through their department chair or directly to an Assoc. Dean in the college). Some issues may be required to be elevated to the proper university unit (UCIRO, Ombud Office, Safe Campus, etc.).
- Exceptions will be that any complaints regarding the QRC Director, Program Coordinator and/or members of the DEI committee, will not be handled at the QRC level, and delegates will be assigned to instead help the person raising the issue ensure their issue is heard at the University level.

Outcomes

- The Director, Program Coordinator, or DEI Delegates will respond to the complaint within 1 week. After 3 weeks, the issue must be advanced to a higher level (the University), if it has not been resolved.
- Outcomes and disciplinary action will need to be clearly spelled out, including triggering behaviors and QRC consequences and publicized so that they can be implemented. We plan to prioritize helping people do better - sensitivity training, nudging conversations,

development of broader committees to dilute individual conflicts, with punishment used as a tool of last resort or repeat offense.

What Resources are Available for Individual Reporting

- See below (will become expanded resources list on the QRC grievance page)

------------Deliverable 3 - Part 2--

The Following responses to the Urge Deliverable 3 Template are included to become expanded resources to list on the QRC grievance page.

URGE Complaints and Reporting Policy for University/Organization - Example Deliverable

This is what was found by QRC Pod 1 at University of Washington 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.

Individual Units Represented:

ESS (Earth and Space Sciences)
OCN (Oceanography)
BIO (Biology)
Anth (Anthropology)

- **The link(s) to the reporting policy at our organization are here:**
    - Link - ESS Diversity (public page): https://www.ess.washington.edu/about/diversity_resources.php
    *note, did not see anything specifically about complaints/reporting harassment here. There is an internal (ESS only) catalyst webQ survey. "*Do you have critical feedback regarding department culture? Do you have an idea for fostering a more diverse, inclusive, and equitable department?*" This is open to undergrads, grads, postdocs, profs, and staff. Those from outside the department are encouraged to contact the chair directly.
    - Link - BIO Complaint Information page: with excellent UW Resource contacts https://www.biology.washington.edu/policy/conflict-and-complaint-resolution-process
    - Link - OCN DEI public page: https://www.ocean.washington.edu/story/Diversity_Equity_and_Inclusion lists a number of UW resources. There is nothing specific about complaints/reporting. The

School conducted a culture survey in 2020, and the results are reported publicly. There is an anonymous email link on the School's Intranet for reporting complaints.

- ○ Link - ANTH DEI public page: https://anthropology.washington.edu/diversity-uw-department-anthropology-and-beyond provides access to the UW Anthropology department's Diversity Mission Statement, the Diversity Committee's charter, information on various trainings and events hosted by the department in the past decade. It is incomplete and out of date. It does not include any complaints reporting information.

- ○ Are reporting policies regularly reviewed? What is the process for changing policy?
    - ● ESS DEI committee is active and regularly considers and updates process/policies (subject to faculty approval)
    - ● OCN DEI committee is active, but does not consider complaint response/reporting part of their mandate.
- ○ Are the rates of reporting made publicly available (e.g. # of reports each year)?
    - ● ESS - no
    - ● OCN – no
    - ● ANTH -- no

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
    - ○ Who are the designated individuals/positions for reporting incidents?
        - ● ESS - point person for students would be through student services. For staff/faculty, I assume it is the ESS chair, but could not find any specific protocols anywhere.
        - ● OCN - Graduate program coordinator for graduate students; Undergraduate academic advisor for undergraduates. For staff/faculty, ?, the director?
        - ● ANTH – Not stated on the department website, but complaints are normally reported to the Anthro undergraduate or graduate advisors, the Graduate Program Coordinator, the Department Chair, or staff supervisor. Typically serious incidents are referred to the Chair who may consult the Associate Dean.
        - ● UW also has a confidential Ombud Office for any university student, staff or faculty member. https://www.washington.edu/ombud/
        - ● The University Complaint Investigation and Resolution Office (UCIRO) is the formal university office that investigates reported violations of University non-discrimination and/or non-retaliation policies. https://www.washington.edu/compliance/uciro/
    - ○ Can reports be made online? Where? Yes/No? Anonymously?

- ● ESS: Yes/Yes (see above)
- ● OCN: Yes, anonymous email form through Intranet - goes to director
- ● ANTH: no/no
- ○ Who do in-person and online reports go to? Who has access to see reports?
  - ● ESS - Director of Academic Services… Not sure who else.
  - ● OCN – Graduate Program Coordinator; Undergrad Advisor. Anonymous reports go directly to the Director.
  - ● ANTH - Graduate Program Coordinator; Undergrad Advisor, Chair.
- ○ Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
  - ● ESS - not sure, not that I can tell
  - ● OCN - Unclear: but statement on anonymous email reads "If you use this tool to report a specific incident that violates university policies (e.g. specific complaints of discrimination), the director is required to bring your concerns to the proper university unit (UCIRO, Ombud Office, Safe Campus, etc.)".
  - ● ANTH – To my knowledge police are not included unless imminent physical harm has been threatened. Occasionally advocates (counsel, representative of the student employee union) have participated in departmental meetings surrounding grievances.

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

  - ○ Who decides the outcomes/consequences? What is the process?
    - ● ESS - seems like the situation gets elevated to the College of the Environment Deans office/ UW UCIRO or other organization and is handled above the Department level, but it also seems to be a case by case situation.
    - ● ANTH - Same as ESS.
    - ● OCN - unclear, presently much of this decision making resides with the director.
  - ○ Are reports tracked? Yes/No? How are they tracked? By who?
    - ● ESS - unclear
    - ● OCN – unclear
    - ● ANTH - unclear
  - ○ Are repeated complaints escalated to a disciplinary board? What is the process?
    - ● ESS - see above
    - ● OCN - no policy
    - ● ANTH – see above

- **What resources are available for individuals reporting?**
  - ○ Counselors or advocates, especially those of the same race, ethnicity, and gender.
    - ● ESS - not sure what the UW does, no counselors or advocates within the department
    - ● OCN - elevation to UW resources, no obvious advocates within.
    - ● ANTH – Same as ESS/OCN

- **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?
    - ● ESS - not sure this is applicable; OCN - also not applicable, however, town halls have been called at discretion of director in response to groups raising issues.
  - ○ Working groups or committees with power to change or propose changes to policy.
    - ● OCN - complaint reporting seems to fall between the cracks of DEI committee and Academic advising.
  - ○ Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
    - ● OCN - culture survey planned regularly.
  - ○ Leadership proactively asks students and/or staff for input on how to improve.
    - ● ESS - DEI committee is active and always looking for ways to improve department culture and to survey the department for feedback.
    - ● OCN - DEI and Faculty Council actively seek graduate student input, DEI also includes staff and undergraduate members for input. Mentoring proposal in which students review faculty mentors is being formulated to open conversation between grad students and faculty about mentoring.
    - ● ANTH – our Diversity Committee and Advising Office conduct polls and reach out to evaluate student and department-wide needs, but so far, not explicitly targeted to issues of race.