

URGE

Unlearning Racism in Geoscience



URGE Complaints and Reporting Policy for University/Organization

This is what was found by SFSU Pod at San Francisco State 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:**
 - [University Policies](#)
 - New [Bias Incident Education Team](#) at SFSU
 - Department, Lab, Division, Advisor or Supervisor Policies
 - No formal reporting mechanism or structure in the individual departments or within the college of Science and Engineering
 - Informally, department chairs and directors are often the people that students, staff, and faculty reach out to. Additionally, chairs and directors will reach out to deans and/or associate deans if needed.
 - Are reporting policies regularly reviewed? What is the process for changing policy?
 - CSU-wide reviewing structure, unsure who is in charge of reviewing and the process for changing policy. Last reviewed 8/14/2020, next review 8/14/2022. [Link](#)
 - Are the rates of reporting made publicly available (e.g. # of reports each year)?
 - Reporting is somewhat inconsistent. CSU system-wide policy does not require SF State to report discrimination, harassment, retaliation (DHR). More recent years does not contain discrimination reporting. <https://titleix.sfsu.edu/Materials>
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - Who are the designated individuals/positions for reporting incidents?
 - University employees are required to report incidents to the Title IX Coordinator. Any one aside from a university employee may report to The Title IX Coordinator or US Department of Education, Office for Civil Rights as well. ([link](#))
 - [Bias Incident Education Team](#)
 - Can reports be made online? Where? **YES** Anonymously? **NO**
 - SFSU [Title IX reporting form](#)
 - [US Department of Education](#) (linked in [Nondiscrimination Policy and Complaint Procedures](#))



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- Other options for reporting: email or call Title IX coordinator directly.
 - Bias Incident Response team [online reporting link](#)
- Who do in-person and online reports go to? Who has access to see reports?
 - SFSU Campus Title IX Coordinator: Cherie Scricca
 - US Department of Education, Office for Civil Rights: not publicly listed/unknown
 - Assistant Vice President Equity & Community Inclusion: Frederick Smith
 - Yearly reports from Title IX are publicly available. Unclear if Bias Incidence Education Team will have publicly available reports, as this group has only very recently been formed.
- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
 - Unclear
- **What are the outcomes or consequences for reported individuals?**
 - Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.
 - Unclear.
 - Title IX determines if an investigation is required. If so, supervisors are no longer involved
 - If incident does not rise to the level of Title IX, then there are options for disciplinary actions under the rules and guidance of the university HR and union contracts.
 - Who decides the outcomes/consequences? What is the process?
 - Although we could not find reports, we expect that this is highly variable depending on if the issue rises to the level of title IX or not. For faculty related grievances, department chairs can not bring disciplinary action, as they are in the same union bargaining unit and are therefore not supervisors.
 - Are reports tracked?
 - Yes, reports are tracked for title IX.
 - Disciplinary actions are recorded in the faculty's Personelle Action File. We were unable to find reports that summarized the number and/or nature of reports university wide.
 - Are repeated complaints escalated to a disciplinary board? What is the process?



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- While complaints can lead to escalating disciplinary action, it is unclear if a disciplinary board exists. It is our understanding that escalating disciplinary action continues through HR and possibly Faculty Affairs and the college deans.

- **What resources are available for individuals reporting?**
 - Counselors or advocates, especially those of the same race, ethnicity, and gender.
 - [Division of Equity and Community Inclusion](#)
 - [Dean of Students](#)
 - [Safe Space](#)

- **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?
 - Working groups or committees with power to change or propose changes to policy.
 - [CoSE Task Force for Anti-Racism](#)
 - [Division of Equity and Community Inclusion](#)
 - Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
 - [“Changing Faces of the CSU Faculty and Students”](#) report from the CFA
 - [SF State Campus Climate Report](#)
 - Leadership proactively asks students and/or staff for input on how to improve.