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URGE Complaints and Reporting Policy for University of Alaska Fairbanks Pod

This is what was found by the UAF Pod at the University of Alaska Fairbanks 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 to the reporting policy at our organization is here:**

- <https://alaska.edu/bor/policy-regulations/index.php> - Regents' Policy & University Regulation, University of Alaska
- Are reporting policies regularly reviewed? What is the process for changing policy?

The UAF Equity & Compliance (E&C) Office provides regular feedback on policies to the University of Alaska system's statewide leadership. According to UAF E&C Executive Director Margo Griffith (in a 2/17/2021 email), "The Board of Regents has the ultimate authority to change/approve policy, and UA Statewide has the ultimate authority to change/approve regulations. UA Statewide communicates with the Board on the changes/recommendations. Campus stakeholders typically have an opportunity to provide feedback. The usual route is through open feedback forms and governance groups."

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

E&C does post reports on the UAF E&C Accountability page (<https://www.uaf.edu/equity/stats.php>), but currently these are limited to Title IX reports. These reports are shared at public Board of Regents' meetings. According to Margo Griffith (in a 2/17/2021 email), "We are hoping to start reporting more broadly at UAF, but we are currently undergoing an overhaul of our reporting system so that data is more readily available for reporting."

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**

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- Who are the designated individuals/positions for reporting incidents?

Reports go to the UAF Office of Equity and Compliance (See <https://www.uaf.edu/equity/reporting.php>)

There are also mechanisms for reporting incidents directly to external entities, e.g. U.S. Department of Education Office for Civil Rights, Seattle Office (<https://www.alaska.edu/nondiscrimination/#External%20Entities>).

- Can reports be made online? Yes. Anonymously? Yes. The online reporting form (https://cm.maxient.com/reportingform.php?UnivofAlaska&layout_id=40) provides the reporter the option of withholding their personal information.
- Who do in-person and online reports go to? Who has access to see reports?

If submitted to the E&C Department, only E&C Department staff sees the report. According to UAF E&C Executive Director Margo Griffith (in a 2/17/2021 email), “At E&C, there are specific individuals designated and trained to handle the reports within E&C, which are the intake, investigator, and director/coordinator positions. How we handle the report is very situation-specific and depends on who is involved. For example, if there is a report about a student’s behavior and we are concerned about safety, we would contact UAF’s Center for Student Rights and Responsibilities (CSRR) and/or UAF Police Department (PD) for assistance in addressing safety concerns.”

- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

E&C does not contact the police but will assist complainants in contacting police if they choose to do so. According to UAF E&C Director Margo Griffith (in a 2/17/2021 email), E&C “does not get involved in the criminal case unless there are extenuating circumstances such as the complainant asks us to share an interview or we are subpoenaed. This is a requirement under VAWA.”

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Advocates are available to accompany the individual, and E&C notifies individuals of the process and can connect them with an advocate.

Margo Griffith added (in a 2/17/2021 email) that “We [E&C] try our best to respect a complainant's wishes, but there are times we must move forward with addressing an incident even if the complainant chooses not to participate. That is when there is a greater risk to the campus community and is typically specific to sexual assault where there is a pattern, a minor involved, and/or use of force with a weapon/drugs. These are very rare situations.”

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

- Outcomes for reported individuals may include but are not limited to termination, expulsion, suspensions, trespasses, training, reprimands, apologies, mandatory counseling, meetings with conduct offices, mediation, and informal agreements between complainants and respondents.
- Who decides the outcomes/consequences? What is the process?

In discrimination complaints that fall outside of Title IX, the investigator makes a determination, which is reviewed by the E&C Executive Director and the conduct office, which handles disciplinary action. Either party (complainant or respondent) may appeal the determination and/or disciplinary action, and they may provide information to the disciplinary office before the disciplinary action is decided so that the situation may be considered in context, including aggravating and mitigating factors.

- Are reports tracked? Yes. How are they tracked? By who? E&C personnel, overseen by the E&C Executive Director, use of the Maxient system (<https://www.maxient.com/>) to track all reports submitted to E&C.
- Are repeated complaints escalated to a disciplinary board? What is the process? Yes. UAF E&C does a pattern check upon receipt of a report, and the E&C Executive

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Director will contact the appropriate disciplinary office to address the behavior. Repeated complaints and subsequent steps are captured in Maxient case files.

- **What resources are available for individuals reporting?**

- Counselors or advocates, especially those of the same race, ethnicity, and gender.

Information about and for advocates - <https://www.uaf.edu/equity/info-and-rights.php>
Availability of advocates of the same race, ethnicity, and gender of a complainant is not known.

Other resources:

- Student ombudsman available through Associated Students of UAF – <https://asuaf.com/resources/student-services/>
- “Where to go for help on campus: Guide for students” – <https://uaf.edu/equity/files/STUDENT-REDRESS-INFO-WEB-pdf.pdf>
- “Where to go for help on campus: Guide for Employees” - <https://uaf.edu/equity/files/EMPLOYEE-REDRESS-INFO-WEB-pdf.pdf>
- Complainant rights and resources - <https://uaf.edu/equity/info-and-rights.php>

- Automatic or requested investigation of potential impact on grades or evaluations.

According to UAF E&C ED Margo Griffith (in a 2/17/2021 email), “If someone reports that the behavior impacted their research, employment or academics we do address it to try to remediate it.”

- Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment.

According to UAF E&C ED Margo Griffith (in a 2/17/2021 email), “Participating in or submitting a report is a protected activity and retaliation is prohibited. UAF addresses retaliation as prohibited conduct. If there is a situation where there is retaliatory behavior that impacted an individual we would work with them to remediate the situation. The remediation tends to be very specific to an individual and their

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circumstance. We look to make them as "whole" as possible, which could include extra time, support funds, tuition waivers, etc."

- **What resources are available to groups raising issues or proposing changes?**

- Processes for raising issues or proposing changes are situation-dependent so as to most effectively address the specific concern. UAF E&C ED Margo Griffith (in a 2/17/2021 email) said that these may include/have included bringing subject matter experts into a conversation to address specific concerns, "town halls, forums, panel discussions, training, speakers, committees, task forces, and policy changes." Follow-up would depend on the needs of the situation but in the past has included scheduling of multiple discussions, updates, and reports.
- What working groups or committees with power to change or propose changes to policy exist?

According to UAF E&C ED Margo Griffith (in a 2/17/2021 email), "Any group [can] submit requests for policy changes to UAF leadership (Chancellor). Current groups or individuals are UAF leadership, E&C director, governance groups, student organizations, departmental committees, etc."

Also see the Chancellor's Task Force on Inclusion, Diversity, Equity, and Accessibility (established 2019) -

<https://www.uaf.edu/chancellor/files/Final-IDEA-Report.pdf>.

- Cultural surveys, regular or only after wide-spread reports or high-profile incidents.

According to UAF E&C ED Margo Griffith (in a 2/17/2021 email), "There is a sex and gender-based survey conducted every two years across the UA system. UAF is getting ready to deliver a broader DEI [*Diversity, Equity, and Inclusion*] climate survey for the first time in many years. This is an action that is occurring through the Strategic Planning for Inclusive Excellence (<https://www.uaf.edu/diversity/index.php>) team. We are hoping to have the data compiled and in report form around May/June 2021."