

UW AOS-SSEC Podlet 1 Deliverables

SESSION GOALS

- What mechanisms are available for reporting complaints, bias, microaggressions,
- What are the outcomes or consequences for reported individuals?
- What resources are available for individuals reporting?
- What resources are available to groups raising issues or proposing changes?

What mechanisms are available for reporting complaints, bias, microaggressions?

- University level reporting of bias/hate incidents [here](#)
- Graduate students can speak to graduate chair, Prof. Back

What are the outcomes or consequences for reported individuals?

- At the university level, consequence can range from “restorative conversations” to involving Office of Conduct and Community Standards or the UWPD if the university code of conduct is broken. An official log is recorded and published.
- Outcomes/process/consequences at the department level are currently not clear

What resources are available for individuals reporting?

- The University has various support for individuals including: [University Health Services \(UHS\)](#), [Multicultural Student Center](#), and partnerships with other [campus centers](#)

Other topics and action items that were discussed:

- Consensus to form a student BIPOC group in AOSS/SSEC, possibly in coordination with the geoscience department. This should help build an environment where students feel included and where they can discuss issues regarding their identity as STEM BIPOC students.
- A mechanism for reporting department incidents of bias/microaggressions is needed, but creating one that maintains anonymity of the reporter and avoids harmful power dynamics is difficult to design in such a small department. Possible solutions include:
 - Anonymous online submission process
 - Having more than one faculty member review complaints
 - Having a non-faculty member be a part of the process
 - Hiring dedicated administrative role for IDE/student liaison/student professional development. This role could possibly be filled by a grad-student appointment.
 - Bundle or group similar complaints.
- More resources should be made available and publicized to students, e.g. on department or GSA websites, particularly incoming students and those who are part of smaller research groups
 - Creating some sort of peer-mentoring for graduate students could be another solution, but a past attempt had low participation.
- Better bystander training for the department, beyond reading examples
- The work needed to improve the department, such as that listed above, should be spread out rather than falling to the same group of people. This pattern happens already, and it should be addressed to prevent further inequity.

UW AOS-SSEC Podlet 2 Deliverables

URGE Complaints and Reporting Policy for UW-Madison/AOS/SSEC

This is what was found by Podlet 2 at University of Wisconsin-Madison 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 of Wisconsin – Madison
Policies: <https://policy.wisc.edu/library/UW-5066> <https://compliance.wisc.edu/eo-complaint/> <https://em.wisc.edu/student-complaints/> <https://diversity.wisc.edu/faculty-and-staff-diversity-inclusion-resources/>
 - SSEC Policies: <https://groups.ssec.wisc.edu/employee-info/hr-staff-resources/equity-and-diversity/overview#help>
 - AOS
Policies: <https://www.aos.wisc.edu/academics/graduate/handbook/grievance/> Are reporting policies regularly reviewed? What is the process for changing policy?
 - The AOS Graduate Program Committee responds to policy issues as they arise, so they likely would be the resource to contact regarding updating/changing the department's reporting/grievance policy.
 - Are the rates of reporting made publicly available (e.g. # of reports each year)? Yes, monthly (<https://doso.students.wisc.edu/facts-statistics/>)
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - Who are the designated individuals/positions for reporting incidents? <https://diversity.wisc.edu/officers/>
 - Can reports be made online?
Where? **Yes**, Campus: <https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/> . SSEC: Link on Inclusion, Community, Equity, and Diversity (ICED) page: <https://groups.ssec.wisc.edu/employee-info/hr-staff-resources/equity-and-diversity/overview#help> Anonymously? **Yes**
 - Links for different types of reporting (including Students of Concern, sexual assault, stalking, etc.): <https://doso.students.wisc.edu/report-an-issue/>
 - Who do in-person and online reports go to? (Bias Response and Advocacy Coordinator, Dean of Students Office Staff, seen by University Administrators to assess campus climate)
 - Who has access to see reports? (subject to disclosure under Wisconsin's Public Records Law where names of students are confidential, but employee names and other information may be made public if requested)
Names and/or positions or "Not publicly listed/Unknown"
 - Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

- Reports will be evaluated to determine if further investigation is required for potential violations of University policy and/or criminal law
 - The Office of Conduct and Community Standards begins their own investigation and will determine possible sanctions, including whether UWPD or Madison Police Department will be involved
 - When cases involve faculty or staff as respondents, Human Resources and the Office of Compliance work on addressing the incident or concern
- **What are the outcomes or consequences for reported individuals?**
 - Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.
 - Who decides the outcomes/consequences? What is the process?
 - Student nonacademic disciplinary procedures: https://docs.legis.wisconsin.gov/code/admin_code/uws/17
 - Are reports tracked? Yes <https://doso.students.wisc.edu/facts-statistics/> How are they tracked? By who?
 - 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.
 - University Health Services provides immediate support through counseling and consultation (<https://www.uhs.wisc.edu>) including virtual drop-in options (mental health link with counselors/virtual options: <https://www.uhs.wisc.edu/mental-health/>)
 - Unclear how easy it is to request counselors of same race, ethnicity, and gender
 - Multicultural Student Center office opportunities for discussions and advocates, including drop-in hours with counselors (<https://msc.wisc.edu>)
 - Black Cultural Center, academic and social support, community building <https://msc.wisc.edu/black-cultural-center/>
 - Automatic or requested investigation of potential impact on grades or evaluations.
 - 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?
 - Working groups or committees with power to change or propose changes to policy.
 - Diversity Inventory (<https://diversityinventory.wisc.edu>): searchable online database of diversity and inclusion programs, events, research, support services, and assessment on campus and

- in the Madison community (visualizations of these inventory statistics here: <https://diversityinventory.wisc.edu/data-visualizations/>)
- Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
 - Diversity Reports: <https://diversity.wisc.edu/reports/reports/>
 - Leadership proactively asks students and/or staff for input on how to improve.
 - Training opportunities: <https://wiseli.wisc.edu/workshops/bbh-beyonduw/>

Recommended Action Item:

- Establishing a team of faculty advisors for each student (one primary plus additional) immediately when a student enters department/program.
 - Randomize or base secondary advisors on research focus to avoid overburdening underrepresented groups
 - Bridge the gap between existing Grad/undergrad and Faculty/Assistant Faculty mentorship
- Training programs: AOS should conduct WISELI Bias training when it can be done in person
- Reporting
 - Formal (Responsible Employees) and informal with understanding of any implications of discussing
 - Responsible Employees have a duty to report to the Title IX Coordinator any information they receive that suggests a violation of the UW-Madison Policy on Sexual Harassment and Sexual Violence has occurred or is occurring. They are not allowed to keep confidential information reported to them suggesting such a violation has occurred or is occurring. <https://compliance.wisc.edu/titleix/employee-training/>
 - Make list of formal and informal contacts readily available for reporting in the department.
 - Improve transparency for reporting in the department.
 - How to report?
 - Where does the complaint go?
 - How reports are responded to? What are the procedures for resolving issues?

UW AOS-SSEC Podlet 3 Deliverables

URGE Complaints and Reporting Policy for University/Organization

This is what was found by Podlet 3 at UW AOS/SSEC 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-wide policy links:

Dean of Students Office:

<https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/>

<https://doso.students.wisc.edu/report-an-issue/>

Title IX reporting policies:

<https://compliance.wisc.edu/titleix/mandatory-reporting/>

Other resources: <https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/campus-partnerships/>

- *Are reporting policies regularly reviewed? What is the process for changing policy?*

University-wide policies are reviewed for incoming students and new faculty during orientations. However, faculty orientation is only held once a year (Fall) for incoming faculty, and new student orientation is not mandatory except to complete an online training. Policies are not reviewed in a mandatory capacity either at the University or the Department level. Staff orientation is not clearly defined at the University level.

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

Rates of reporting are made available each year in Bias Incident Summaries. In addition, information in any report can be disclosed under the Wisconsin Public Records Law (exempt is personal identifying information such as name, address, etc.)

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

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

There are no designated positions for those who can make reports. A report can be made by anyone affected by or witnessing an incident.

- *Can reports be made online? Where?*

Yes, for students: <https://doso.students.wisc.edu/report-an-issue/> It is unclear where non-student members of the university should report incidents of bias, harassment, or racism against themselves or other non-students (Title IX reporting is the same).

- *Can reports be made anonymously?*

Yes, but it is not recommended

- *Who do in-person and online reports go to? Who has access to see reports?*

Dean of Students Office (specific individuals not listed?)

Title IX Coordinator, Lauren Hasselbacher

Equal Opportunity Investigations Administrator in the Office of Compliance, Letissa Reid (cases of discrimination)

Bias Response and Advocacy Coordinator, Satya Chima

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

UWPD are involved when a case may be criminal, e.g. sexual assault, domestic violence, threatening actions. It is unclear how the UWPD are involved. Victims are allowed to choose an advocate to accompany them.

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

- Follow-up by supervisor, training (bias, etc.), disciplinary action, termination?

“Responses to incidents of bias or hate will vary depending on the severity of the event and can range from referrals to appropriate offices on campus to restorative conversations between the targeted individual and the respondent.”

- Who decides the outcomes/consequences? What is the process?

Students:

“The student code of conduct is violated, the Office of Conduct and Community Standards begins their own investigation and will determine possible sanctions.”

The process is further described in Chapter 17 of the University of Wisconsin disciplinary code: https://docs.legis.wisconsin.gov/code/admin_code/uws/17/11

Faculty/staff:

“When cases involve faculty or staff as respondents, Human Resources and the Office of Compliance work on addressing the incident or concern.”

Criminal events:

When criminal activity occurs, UWPD or Madison Police Department are notified and pursue their own investigation and respond accordingly.”

- Are reports tracked? **Yes** How are they tracked? By whom?

Assume (not sure) it is tracked by the Bias Response and Advocacy Coordinator and/or the Dean of Students Office Staff

- Are repeated complaints escalated to a disciplinary board? What is the process?

Any complaint against a student can be brought to a hearing examiner or hearing committee via the processes outlined in Chapter 17 of the University of Wisconsin disciplinary code:

https://docs.legis.wisconsin.gov/code/admin_code/uws/17/11

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

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

University Health Survivor Services <https://www.uhs.wisc.edu/survivor-services/> or Mental Health Services <https://www.uhs.wisc.edu/mental-health/>

Multicultural Center <https://msc.wisc.edu/>

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

Victim’s rights: <https://compliance.wisc.edu/titleix/student-information/#victims-rights>

Individuals will be notified of “options for changing academic, transportation, work, living situations and protective measures”, but it is unclear whether students can request an investigation into potential impacts of the incident on their grades/evaluations.

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

Students: What protection is available is unknown.

Employees:

Whistleblower Law: Employees “may not be retaliated against for disclosing information regarding a violation of any state or federal law, rule or regulation, mismanagement or abuse of authority in state or local government, substantial waste of public funds or a danger to public health or safety.”

<https://kb.wisc.edu/ohr/policies/page.php?id=53049#:~:text=The%20law%20states%20that%20an,of%20authority%20in%20state%20or>

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

Students:

- 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.

UW Madison has a system of shared governance: <https://www.wisc.edu/governance/>

By personnel group:

Academic Staff: Personnel Policies and Procedures Committee is probably the appropriate committee for these topics: <https://acstaff.wisc.edu/governance/standing-committees/personnel-policies-and-procedures-committee-pppc>

University Staff: Personnel Policies Procedures and Communication Committee is probably the appropriate committee for these topics:

<https://ous.wisc.edu/committees/personnel-policies-procedures-committee/>

Faculty: There are a number of faculty committees (that include AS, US, and Student Members) that report to the Faculty Senate:

<https://secfac.wisc.edu/committees/>

Campus Diversity and Climate Committee:

<https://committeetracker.wisc.edu/Committee/Details/366>

Disability Access and Inclusion Committee:

<https://committeetracker.wisc.edu/Committee/Details/733>

Gay, Lesbian, Bisexual, Transgender, & Queer Pple in the Univ:

<https://committeetracker.wisc.edu/Committee/Details/379>

Immigration and International Issues: <https://committeetracker.wisc.edu/Committee/Details/736>

Women in the University: <https://committeetracker.wisc.edu/Committee/Details/416>

Student: The Associated Students of Madison are represented through Shared Governance. Here is the master list of committees on campus, in the City of Madison, and the broader UW system that students are eligible to serve on (including the ones listed above in the Faculty section):

<https://docs.google.com/spreadsheets/d/1HGq9J08mTbaaxlgtJa1Yj72eqZakgK1Q1SEit3PjDIk/edit#gid=387864714>

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

Last Campus Climate Survey taken in 2016: <https://diversity.wisc.edu/climate/survey/>

Many follow-up reports since then: <https://diversity.wisc.edu/campus-climate/>

SSEC is pretty proactive about doing formal Climate Surveys every 5 years and smaller Climate Surveys every couple years.

- Leadership proactively asks students and/or staff for input on how to improve.