

URGE

Unlearning Racism in Geoscience



URGE Complaints and Reporting Policy for The College of Wooster

This is what was found by the Department of Earth Sciences at The College of Wooster on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that are awaiting administrative responses are noted in red.

- **The link(s) to the reporting policy at our organization are here:**
 - [Policy on Non-Discrimination](#) (note that this site has not been updated to reflect changes in staffing)
 - [Equal Opportunity, Harassment, and Non-Discrimination Policy](#) (note that this pdf was last reviewed in 2017)
 - [Discrimination and Bias-Related Harassment website](#)
 - [Diversity, Equity, and Inclusion Strategic Plan](#)
 - **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)?
 - The Campus Climate Notification system releases a report on the first business day of each month of the academic year.
 - Reports include statistics for the prior month.
 - At the end of each semester, a comprehensive update is provided to the campus community.
 - Notification includes (but are not limited to): assault, discrimination, harassment, medical assistance amnesty, and sexual misconduct.
 - Notification also provides updates outlining resources available to students and the steps the College is taking to provide a healthier campus climate

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - Who are the designated individuals/positions for reporting incidents?
 - All College employees, including RAs, are mandatory reporters. If they are aware of an allegation of discrimination, harassment, retaliation, and/or sexual misconduct, they must report it to one of the officials named in the list below.
 - Can reports be made online? Where?

- Yes, [Discrimination and Bias-related Harassment Form](#)
 - Yes, [Sexual Misconduct, Sexual Harassment, Relationship Violence, and Stalking Reporting Form](#)
- Can reports be made anonymously?
 - Yes. We have an anonymous tip line: 2337 (from campus phone) or 330-263-2337
 - On the Discrimination and Bias-related Harassment form, there is a note that states, “Please be aware, however, in certain circumstances involving safety or criminal action, we may not be able to guarantee complete anonymity.”
 - As an alternative to the form, the reporting party may speak with licensed counselors in the Longbrake Student Wellness Center; off-campus local counselors and agencies; on- or off-campus members of the clergy/chaplains. Wooster employees to whom anonymous reports can be made will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to the victim.
- Who do in-person and online reports go to? Who has access to see reports?
 - Depends on whether the complaint is against a student, a staff member, a faculty member, or a community member
 - Common to all parties:
 - Security and Protective Services, 330-263-2590
 - Anonymous Tip Line, 330-263-2337
 - Chief of Staff and Secretary of the College, 330-263-2141
 - Against a student:
 - Dean of Students Office, 330-2263-2545
 - Against a staff member:
 - Associate Vice President of Human Resources, 330-263-2016
 - Against a faculty member:
 - Dean for Faculty Development, 330-263-2576
 - Against a community member:
 - Dean of Students Office, 330-2263-2545
 - Wooster City Police, 9-1-1 for emergencies or 330-287-5720 for non-emergencies
 - [The Policy on Non-Discrimination website](#) also designates the following individuals to handle inquiries regarding non-discrimination policies:
 - Title IX Coordinator, 330-263-2017
 - Director of the Learning Center (ADA), 330-263-2595
 - Chief Diversity, Equity, and Inclusion Officer, 330-263-2167
- Are police included in the process? When and how? **Are individuals accompanied by an advocate or someone from the organization?**
 - Wooster police can be involved in the case of a complaint against a community member or an unknown person or about an issue that occurred on public property or within the Wooster community.

- The [non-discrimination website](#) encourages people to use one or more of the options that include Wooster City Police.
 - The [non-discrimination policy](#) states that “The Office of Security and Protective Services is prepared to assist any member of the campus community in reporting crime to appropriate law enforcement officials”
- **What are the outcomes or consequences for reported individuals?**
 - What is the policy on remedial action?
 - The College will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination whether or not charges are pending through the College’s judicial system and/or the state judicial system.
 - Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under College policy, but will be addressed through civil confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Associate Vice President of Human Resources, and students should contact the Dean of Students Office.
 - Who decides the outcomes/consequences? What is the process?
 - Are reports tracked? How are they tracked? By whom?
 - Are repeated complaints escalated to a disciplinary board? What is the process?
- **What resources are available for individuals reporting?**
 - No contact orders, counseling and/or medical services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.
- **What resources are available to groups raising issues or proposing changes?**
 - [Diversity and Inclusion Resources](#) includes an updated Excel file that keeps track of Wooster’s DEI efforts, their status, and parties who are responsible
 - DEI advisory committee for staff/faculty and parallel committee for students
 - CDI Inclusion action team – who is on this?
 - Campus climate survey completed in Fall 2019, will repeat in 2021, led by CDEIO
 - Group houses and additional funding for student groups who support work related to DEI
 - Faculty committees, like Teaching Staff & Tenure, can change policy
 - CDI hosts campus-wide town halls