URGE Complaints and Reporting Policy for Smith College

This is what was found by Smith GEO Pod at Smith College on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; some answers were found by contacting our Vice President for Equity and Inclusion, our Vice President for Human Resources, and our Title IX officer.

● The link(s) to the reporting policy at our organization are here:
  ○ Smith College Office for Equity and Inclusion – This office oversees all policies and reporting related to discrimination, including harassment, at Smith College. The Department of Geosciences follows all policies and reporting as mandated by Smith College.
  ○ Reporting policies are regularly reviewed by the Office for Equity and Inclusion in consultation with related campus stakeholders.
  ○ Smith College is obliged to report crimes on campus through Clery Act reporting requirements.

● Members of our community can report complaints of discrimination, including bias, microaggressions, harassment, and overt racism through EthicsPoint through our Director of Equal Opportunity and Compliance/Title IX Coordinator, Amy Hunter, and in some cases, members can reach out to our ombudsperson, Michael Stephens, for advice on navigating difficult situations. Human Resources Partners are also available to provide resources and or refer to the options available.
  ○ EthicsPoint, a 3rd party organization, provides individuals with an option to remain anonymous here at Smith College.
  ○ For classroom concerns, Smith College says this:
    EthicsPoint is not intended to be used to report concerns about issues in the classroom.
    For concerns about the classroom, including issues of bias, we encourage students, whenever possible, to talk about the issue with their faculty member, adviser, and/or with the department chair. Students may also consult about concerns regarding issues in the classroom with the associate provost, the dean of students and the vice president for equity and inclusion.
  ○ Any employee of the college may receive reports related to discrimination, including pursuant to Title IX. Employees are urged to report or direct reporting parties to report such information to OEI, for discussion regarding next steps, including possible support measures, any appropriate immediate actions, and reporting and resolution options.
  ○ If there is a risk to health or safety or if a crime has been committed, Campus Safety and police can be involved as well as other potential stakeholders.

● If an investigation establishes that the discriminatory conduct, including sexual misconduct, occurred the range of outcomes can be minor sanctions up to termination/expulsion from campus.
  ○ Depending on the complaint or report and whether it is formally or informally resolved, a formal investigation may be conducted either by the Director of Equal Opportunity or by a qualified investigator retained by the college. A trained hearing board may convene depending on the applicable policy.
  ○ The Director of Equal Opportunity tracks complaints of discrimination electronically.
The escalation to a disciplinary board is dictated by policy and the nature of the matter investigated.

- Resources are available to members reporting incidences. For employees, they have the Employee Assistant Program; and the opportunity to discuss time off or leaves if appropriate. For students, supports can include counseling, academic adjustments, and housing modifications.

- At Smith, in 2016, there was a Pathways campus climate survey whose information fed directly into campus-wide programming. In 2019, there was a Day of Inclusion to reflect on the work we need to do as a community to achieve equity.
  - Institutional Research conducts many regular surveys of students, staff, and faculty that include questions about campus climate.
  - As part of Smith’s membership in LACRELA, we will conduct annual climate surveys focusing on one population at a time (2021: students, 2022: staff, 2023: faculty) ad infinitum.

- The Office for Equity and Inclusion proactively asks students, faculty and staff for input on how to improve, especially on the recently released Toward Racial Justice strategic plan, which we have called a living document. We do this through meetings with governing bodies of each group, open forums, focus groups, individual conversations, and an anonymous webform.
  - No set number of signatures triggers a town hall. We are open to concerns and ideas from all quarters, groups, and community members. The President and VP for E&I write update emails to the community when needed. A regularly updated timeline of progress in equity and inclusion appears on this website. A regularly updated list of action items related to the racial justice plan appears on this table.