

URGE

Unlearning Racism in Geoscience

Western Washington University Pod

URGE Complaints and Reporting Policy for Western Washington University

This is what was found by Western Washington University Pod at the Geology Department in Western Washington University on policies for handling complaints, the reporting process, resources, and possible outcomes.

- **The link(s) to the reporting policy at our organization are here:**
 - [Discrimination Complaint Procedure | Civil Rights and Title IX Compliance | Western Washington University \(wwu.edu\)](#) – University Policies for resolving complaints of illegal discrimination
 - [Structural Equity and Bias Response Team | Western Washington University](#)
 - [College of Science Community Ambassador Program](#)
 - Geology Department Equity and Inclusion Feedback Form (In Process of developed via our URGE Pod and posted on the [WWU Geology Department Website](#))

Civil Rights and Title IX Compliance Discrimination and Complaints Procedure

- [Discrimination Complaint Procedure | Civil Rights and Title IX Compliance | Western Washington University \(wwu.edu\)](#) – University Policies for resolving complaints of illegal discrimination

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

- Reports can be directly to the Title IX Coordinator or made online at [Reporting Guidelines | Civil Rights and Title IX Compliance | Western Washington University \(wwu.edu\)](#)
 - Can request informal resolution facilitated by Office of Civil Rights & Title IX
 - Can file a formal complaint with Office of Civil Rights & Title IX
- Reports can be made by students, staff, and faculty
- The reporting process is not entirely confidential
- Reports go to the Title IX Coordinator / Civil Rights Investigator
- The complete Title IX process is described at [Discrimination Complaint Procedure | Civil Rights and Title IX Compliance | Western Washington University \(wwu.edu\)](#)

What are the outcomes or consequences for reported individuals?

- CRTC provides the complainant and the respondent with a copy of the final investigation report (Final Report) which includes the findings and the analyses leading to those findings.
- Sanctions for student-on-student discrimination complaints. The Student Conduct Officer provides written notification of sanctions to both the complainant and respondent, along with a rationale for the sanction. If the complaint concerns hostile environment sexual



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harassment, the Student Conduct Officer also notifies both parties on how the university is going to remediate this environment.

- Student sanctions to be considered by the Student Conduct Office. Sanctions can vary in type, intensity, and duration, depending on the specifics of each case. All sanctions, except for expulsion may include mandatory training sessions.
- When Employee is the Respondent. The Vice Presidents and/or their designees (Deans) receive discrimination complaint Final Reports. Upon acceptance of the findings, the Vice President, will issue a disciplinary measure(s) against the respondent. depending on if the respondent is a staff member or faculty member, respectively, can vary in type, intensity, and duration, depending on the specifics of each case. All discipline, except for termination, may include mandatory training sessions.
- Sanctions when the respondent is an employee. The Vice President and/or their designee (Dean) provides written notification of disciplinary measures to both the respondent and the complainant, along with a rationale for the sanction. If the complaint concerns hostile environment sexual harassment, the Vice President or Dean also notifies both parties on how the university is going to remediate this environment

What resources are available for individuals reporting?

- Complainants & respondents have the right to be accompanied by an advisor or support person
- Protection against retaliation

Structural Equity and Bias Response Team Discrimination and Complaints Procedure

- [Structural Equity and Bias Response Team | Western Washington University](#)
- Support and educate about bias incidents
- Established in Fall 2020
- Does not replace or supersede Title IX, Student Conduct or University Police

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

- Reports can be made by student, staff and faculty
- Reporting can be anonymous
- Reports are submitted via the [BRT online notification form](#) available on BRT website
 - Individuals can submit the form online by themselves or talk to a BRT member that will submit the form on their behalf
 - All responses are logged

What are the outcomes or consequences for reported individuals?

- The BRT does not impose any disciplinary actions or sanctions
- Process and outcomes



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- The report will be reviewed by the Associate Dean of Students to see if there's an immediate threat or health concerns
- BRT Chair and members will review the submission and determine other persons in the university that should be notified
- Within 1 business day - if submission is not anonymous, the BRT will contact the person to acknowledge the report submission
- Within 2 business days - BRT will assess the core needs, coordinate a response, and offer support
- Within a week - BRT will follow up, share options for further reporting discuss any additional responses, and continue offering support
- Groups and organizations within the university are notified as appropriate
- With the Structural Equity Team, determining whether the incident is part of a larger or ongoing pattern of similar bias
 - BRT will communicate and provide educational resources to individuals, groups, departments, or the Western community as large as appropriate

What sources are available for individuals reporting?

- BRT support, including listening, caring, connection to university resources and community
- Regular updates about planned responsive action from the BRT
- If the individual reporting is a student, BRT member will coordinate with faculty as needed about academic impacts

WWU College of Science Community Ambassador Program

The College of Science and Engineering (CSE) Community Ambassador program was formed to address the critical need to improve communication between students, staff, faculty, and the administration. Student and faculty ambassadors help facilitate this need and ensure an inclusive and equitable space for all. While not a formal reporting option, any student, staff, or faculty can contact and Community Ambassador by email for advise on how to report a bias incident.

Geology Department Equity and Inclusion Feedback Form

The current draft text for a department level reporting form is below. The text will be presented to department students, staff, and faculty on 02/26, revised based on any feedback, and posted to the WWU Geology Department website.

Geology Equity and Inclusion Feedback Form



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If you have feedback, ideas, or have encountered barriers related to equity and inclusion in our department, we want to hear from you so we can better build an inclusive environment and improve our departmental culture. Please feel free to share your ideas and experiences or report any issues you have encountered by emailing a Geology faculty or staff member you feel is an ally, the Community Ambassadors, the Graduate Success Committee, or using the anonymous form below.

Please describe your experience in the space below and, and if possible, any suggestions you have for changes we could make to improve inclusivity. The form sends an anonymous* email to the Department Chair (Bernie House), Office Manager (Kate Blizzard), and the faculty Community Ambassador (Sean Mulcahy). If you would like this form to go to specific faculty or staff, please indicate in the box below.

*A note to faculty and staff: Please ensure you are logged out of the CSE website user profile before submitting to guarantee anonymity. If you are currently logged in, a "Log out" button will be visible in the upper right-hand corner on the black bar across the top of this page.