Dominican University of California

Bias Incident Reporting Process

STATEMENT OF PURPOSE

The Office of Diversity, Equity, and Inclusion (ODEI) has developed this process so that members of the campus community are able to report bias incidents to the University. This includes incidents motivated by discrimination of an individual or group because of the targeted personôs individual or groupôs real or perceived race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, reproductive health decisions, and/or veteran status.

The goal of the reporting system is to capture bias incidents on campus, to address them in a timely fashion, and to respond to University community membersôconcerns about campus climate.

There is a spectrum. Not all bias incidents require disciplinary action, but all should be reported. In all cases, the University seeks to both provide support to those affected by the behavior, and to provide education to those responsible for the behavior. More generally, we seek to promote understanding and inclusivity within our campus community so that all members can identify, comprehend, and avoid bias, stereotypes, and prejudices. The ODEI provides support and resources for students, faculty, and staff to foster a welcoming and inclusive campus.

DEFINITIONS: BIAS & BIAS-RELATED INCIDENTS

Bias is defined as behavior that constitutes an expression of hostility against a person or property because of the targeted personôs individual or groupô

gender identity, sexual orientation, ethnicity, national origin and disability. Under Penal Code 422.55 PC, California law defines a hate crime as a criminal act committed in whole or in part because of the victim's actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Hate crimes are motivated by bias, but they include a definable crime, such as: threats of violence, property damage, personal injury, or other illegal conduct. A hate crime is an infraction of the law and will be addressed accordingly. Anyone with knowledge of a hate crime is encouraged to report it to local law enforcement, and to the University using the online reporting form. Students wanting guidance/support in filing a report with law enforcement should contact the Director of Diversity, Equity, and Inclusion or the Office of the Dean of Students.

REPORTING TO THE UNIVERSITY & UNIVERSITY RESPONSE ACTION

(Please see the Bias Incident Report flowchart at the end of this document)

Reporting an act of bias helps the University to understand the types of incidents occurring, the biases that exist within the community, and the potential trends that may be seen on our campus. Reporting these incidents allows the University to respond accordingly and to provide support, intervention, and education.

Members of the campus community are encouraged to report bias-related incidents via our online reporting form. Those wishing to report but not wanting to use the online reporting form should contact the Director of Diversity, Equity, and Inclusion (DDEI) for support and guidance.

Upon completion of the online reporting form, an automatic acknowledgement of submission will be sent to the person filing the report (not applicable to anonymous reports). Within three (3) business days, the person submitting the report will be contacted by the University (if so desired) as outlined below. Be advised that additional University departments, such as the Office of the Dean of Students, Academic Affairs, and/or Housing and Residence Life will be notified if the report is applicable to their areas of oversight.

Anonymity in Reporting

Bias-related incident reports may be completely anonymous unless the individual making the report wants to be contacted to follow up on the incident. In that case, a name and email address should be provided for follow-up.

Confidentiality in Reporting

The University will make reasonable efforts to share reports and related information only with those who need to know in order to address the reports. However, complete confidentiality cannot be guaranteed. Some reports, such as reports of sexual

misconduct, harassment, or criminal activity, must be shared with other University offices.

BE ADVISED: ***Any reported incidents of bias that may involve alleged or perceived sexual misconduct will be directed to the Title IX coordinator for further inquiry.***

Responding to Reports of Student Bias

Reports where students are alleged to have demonstrated bias are sent to the Bias Incident Response Team (BIRT). The following individuals comprise BIRT:

- Director of Diversity, Equity, and Inclusion (DDEI)
- Associate Dean of Students
- Assistant Director of Housing and Residence Life
- Vice President for Academic Affairs or designee
- Vice President for Student Affairs and Dean of Students

In most cases, the DDEI will be the designated administrator responsible for addressing student-related bias incident reports and will contact the involved students. There may be times when, based on the information within the report, another member of BIRT will serve as the designated administrator.

Responding to Reports of Faculty/Staff Bias

Reports made by students alleging bias on the part of faculty/staff are sent to the Director of Human Resources. The Director will contact the involved student(s) and will, in most cases, serve as the designated administrator for addressing these reports.

NOTE: Reports made by faculty/staff alleging bias on the part of faculty/staff are sent to the Director of Human Resources according to the processes delineated in the Discrimination, Harassment, and Retaliation Prevention Policy for Employees

University Follow-up Action & Next Steps

Once the report is sent to the appropriate office (depending on student or faculty/staff involvement), the designated administrator will typically take the following action:

- Meet with the reporting individual(s) to gather additional information
- Identify other involved individuals and meet with them to collect additional information and/or corroborate findings
- Determine if the incident is bias-related
- Identify next steps, which can include an educational intervention, disciplinary process, or other appropriate intervention.

Behavior reflecting bias or discrimination may constitute a violation of university polices, including but not limited to those set forth in the as found in the Student Handbook, the Employee Handbook, and Faculty Handbook. Such conduct may also violate state or federal law. The Universityôs response to reports of bias incidents will depend on many factors, including the nature of the incident, whether the party responsible for the incident can be identified, the wishes of the individual reporting the incident, the Universityôs obligations to the campus community as a whole, and the Universityôs requirements under applicable law.

This protocol does not create a new category of prohibited behavior or a new process for members of the Dominican University community to be disciplined or sanctioned. Reported conduct that may be a violation of university policy will be referred through existing employee and student complaint and investigation processes.

Requests for specific anti-bias programming may be made to the Chair of the team, the DDEI.

The distinct reporting system will be publicized to the campus community and lend visibility that reflects the importance that the University places on knowing about and responding to incidents of bias on the campus.

ADDITIONAL INFORMATION AND RESOURCES

Can Bias be Eliminated?

Bias can be greatly reduced, if not eliminated, with the help of the campus community. When you recognize an act of bias, first and foremost, your safety is the priority. If a situation arises where you feel comfortable safely interjecting or intervening, the following strategies can help you to address the bias.

- ð Be Direct: Tell the person their behavior or language is concerning or hurtful
- ð Ask: Ask the person why they used that language or behavior
- ð Share: Describe how that language/behavior makes you feel
- ð Distract: Divert attention away from the problematic language to de-escalate a situation
- ð Group Support: Recruit other people or friends to intervene together
- ð Show Support: Let the impacted person know you are there for them
- ð Bring in Support: If things begin to feel consequential, contact emergency personnel like the Counseling Center or Campus Security
- ð Bias Education: Continue to educate yourself and others about identifying bias

Support Resources

Experiencing or witnessing an incident of bias can be a difficult experience. If you are in need of additional support or need someone to discuss your concerns, please feel free to reach out to the following individuals or resources:

Stacy Davidson, DDEI, 415-485-3235
Counseling Services 415-485-3258
The Spahr Center 415-457-2487

Definition of Terms

What is a bias-related incident?

A bias-related incident is an act motivated by the offenderôs bias against the actual ï or perceived ï age, ancestry, color, disability, gender, gender identity, national origin, race,

religion, religious practices, or sexual orientation of the targeted person or group, but does not rise to the level of a criminal offense. Examples may include telling jokes based on stereotypes; posting on social media about someone based on identity; using offensive language that may pertain to identity; taking down or tampering with bulletin boards or displays.

What is a hate crime?
A hate crime is a criminal offense, committed against a person or property which is motivated by the offenderôs bias against the actual ï or perceived ï age, ancestry, color, disability, gender, gender identity, national origin, race, religion, religious practices, or sexual orientation of the targeted person or group. Examples include graffiti, destruction of property, threat of violence, or intent to harm.

What are micro-aggressive behaviors?
Microaggressive behaviors are insults, actions, or comments which contribute to an environment or experience that is not welcoming to a person or group based on their age, ancestry, color, disability, gender, gender identity, national origin, race, religion, religious practices, or sexual orientation. Examples may include excluding a person from group projects because of, in part, skin color or religious practices; comments made in the classroom that single out a person which may be related to identity.

For further questions, please contact the Office of Diversity, Equity and Inclusion, at 415-485-3235 or dei@dominican.edu or stop by Edgehill Mansion 3rd floor.

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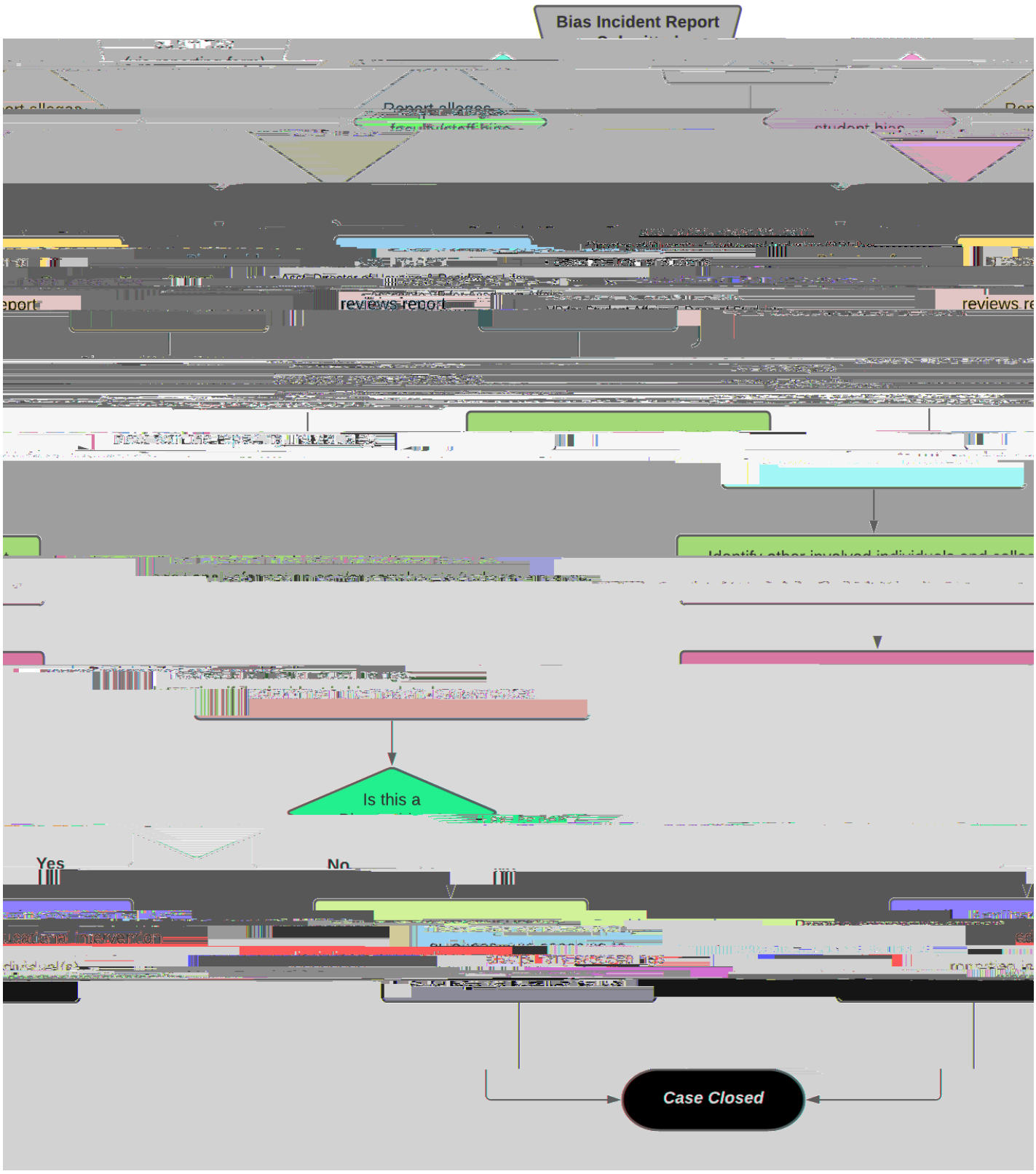
Bias Incident Report
reviews report
Is this a
Yes
No
Case Closed