



## BIAS INCIDENT PROTOCOL

Approved By:	Senior Management Team
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Responsible Office/Department:	Division of Inclusion and Equity

### **Policy Statement**

While Grand Valley safeguards individuals' constitutional rights and protected speech, the university is also committed to inclusion and equity. Grand Valley exercises the right to engage in educational dialogue and seeks constructive responses to address bias incidents.

### **Reporting & Procedures**

#### **Report Bias Incidents**

Anytime anyone in the Grand Valley community feels belittled, disrespected, threatened, or unsafe because of whom they are, the entire university community is diminished. That's why it's important to respond to and report bias incidents — even those intended as jokes.

#### **How do I recognize a bias incident?**

Bias incidents can cause alarm, anger, fear, or resentment in others or endanger the health, safety, or welfare of anyone in the university community. They are directed toward an individual or group because of their race, color, national origin, sexual orientation, sex/gender, gender identity, gender expression, political affiliation, religion, familial status, marital status, disability, age, height, weight or veteran status.

Bias incidents take many forms — words, signs, symbols, threats or actions — electronic or in person. They include acts of intimidation, vandalism, harassment, and expressions of hate or hostility; they have an adverse impact on a learning environment that is inclusive of all.

#### ***How Do I Report a Bias Incident?***

If you have observed or experienced a bias incident, don't wait. Contact a faculty or staff member with whom you are comfortable, call one of the following offices, or submit your Bias Incident report online at:

[http://www.gvsu.edu/inclusion/?action=home.bias\\_incidents](http://www.gvsu.edu/inclusion/?action=home.bias_incidents)

## **At the Allendale Campus**

- [Public Safety](#) 331-3255 (Available 24/7)
- [Office of Inclusion and Equity](#) 331-3296
  - [Affirmative Action Office](#) 331-2242
  - [Disability Support Resources](#) 331-2490
- [Counseling Center](#) 331-3266
- [Dean of Students Office](#) 331-3585
- [Disability Support Services](#) 331-2490
- [LGBT Resource Center](#) 331-2530
- [Housing and Residence Life](#) 331-2120
- [Human Resources](#) 331-2215
- [Office of Multicultural Affairs](#) 331-2177
- [Women's Center](#) 331-2748

## **At the Pew Grand Rapids Campus**

- [Pew Campus Security](#) 331-6677 (Available 24/7)
- [Graduate Studies](#) 331-7105
- [Pew Student Services](#) 331-7188

## **At the Regional Centers**

- [Meijer Campus in Holland](#) (616) 394-4848
- [Traverse City](#) (231) 995-1785
- [Muskegon](#) (231) 777-0505

All reported bias incidents will be received by the Dean of Students who will provide a summary report to the Office of Inclusion and Equity and when appropriate will also notify the corresponding campus office of Public Safety.

## **Responses by the University**

### **Contact with Reporting Individual**

- Once a bias report has been received, the Dean of Students Office ( which handles reports from students) or the Office of Inclusion and Equity (which handles reports from faculty/staff) will communicate and review the facts promptly with the reporter and will offer services related to safety, counseling or other supports that may be appropriate.
- The Dean of Students Office or the Office of Inclusion and Equity will promptly document the report of the incident (i.e. who, what, when and where). Additionally, those directly concerned with the incident should take steps to retain any physical evidence.
- The reporter will be asked what role s/he would like to play in responding to the incident.
- The reporter will be assured that his or her physical and emotional needs are important and appropriate actions will be taken (i.e. possible relocation, academic accommodations, counseling, etc.) by appropriate GVSU staff.

- Bi-weekly reviews of reported incidents will include representatives from Public Safety, Pew Campus Security, Housing and Residence Life, Dean of Students Office, the Counseling Center and the Office of Inclusion and Equity to ensure that services and follow-up are occurring on a coordinated and timely basis. Human Resources will be included when the reporter is a faculty or staff member.
- When appropriate, enhanced public safety measures (patrols, surveillance, etc.) will be promptly initiated and directed by Public Safety or Pew Campus Security.

### **Response to accused**

- If the accused is positively identified, that person or persons will be contacted by either the Dean of Students office and/or a designee chosen from the Team Against Bias or the Office of Inclusion and Equity.
- Administrative review will begin promptly and will be directed by the appropriate office (Public Safety, Pew Campus Security, Human Resources, the Office of Inclusion and Equity, or another related office) and an investigative report will be generated. If the act involves a crime, appropriate referral and request for prosecution will be initiated.
- The University Judicial System will be activated if the accused is suspected of violating the Student Code and a judicial referral will be filed with the Dean of Students Office. A judicial referral may be made by anyone in the university community.
- If the accused is faculty or staff, the investigative report will be sent to the appointing officer and the appropriate Vice President. The appointing officer shall provide a copy of the report to the accused. The appointing officer shall take appropriate action.

### **The Team Against Bias**

The Team Against Bias (TAB) is comprised of a diverse group of faculty, staff and a student senate designee. The group meets regularly to review available information regarding reported biased incidents and implement strategies to educate and/or engage the campus community as appropriate. TAB does not take the place of front-line staff that may be dealing with student concerns. The work of the Team is both preventative and responsive.

## **Communication to Grand Valley Community**

All incidents reported to Public Safety or Pew Campus Security will be included in Public Safety's weekly incidents report. All such information will be available on the Grand Valley Web site ([www.gvsu.edu/publicsafety](http://www.gvsu.edu/publicsafety)).

Pursuant to the Crisis Communications Plan, the Crisis Response Director and Coordinators will coordinate additional communications as appropriate with:

- Senior Management Teams, deans, and department heads
- Lanthorn (student newspaper)
- Forum (staff/faculty newsletter)
- GVNow (the university's news Web site)
- E-mail to student leadership through Housing
- E-newsletter sent to student organizations

## **Follow-up Actions**

- Dean of Students Office (student reporter) and the Office of Inclusion and Equity (faculty/staff reporter) will provide monthly updates on incidents and their follow-up to the Crisis Communication Director.

A [Campus Summary Report](#) on the resolution of bias incidents will be provided at least once per semester and more often as appropriate to the campus community.