



BIAS INCIDENT PROTOCOL POLICY

Approved By:	Senior Management Team
Date of Last Revision:	July 31, 2008
Responsible Office/Department:	Office 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.

Accordingly, Grand Valley prohibits acts of harassment and discrimination, as outlined in the Anti-Harassment Policy. A copy of this policy is available on the Grand Valley Manual Web site (www.gvsu.edu/gvmanual) under the Grand Valley Manual Policy Index.

Policy & Procedures

Report Bias Incidents

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

How do I recognize a bias incident?

Bias incidents take many forms — words, signs, symbols, threats or actions — electronic or real time. They include intimidation, vandalism, destruction of property, harassment, and expressions of hate or hostility; they have an adverse impact on a learning environment that is inclusive of all. Bias incidents are distinguished in the following ways.

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.

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, or call any one of these offices for guidance and support.

At the Allendale Campus

- [Public Safety](#) 331-3255 (7 days, 24 hour service)
- [Office of Inclusion and Equity](#) 331-3296
 - [Affirmative Action Office](#) 331-2242
 - [Disability Support Services](#) 331-3588
- [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 (7 days, 24 hour service)
- 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

No matter where individuals first report the incident, a report should also be filed with Public Safety in Allendale (331-3255), Pew Campus Security in Grand Rapids (331-6677), or the regional centers (331-6677) and a copy should be sent to the Office of Inclusion and Equity. This report may be made directly or may be done with the assistance of a faculty or staff member at the university.

Responses by the University

Response to victim(s)

- Once it learns of the incident, the Dean of Students Office (student victim) or the Office of Inclusion and Equity (faculty/staff victim) will communicate promptly with the victim and offer services related to safety, counseling or other supports that may be appropriate.
- The Dean of Students Office (or designee) (student victim) or the Office of Inclusion and Equity (faculty/staff victim) will consult and/or assemble a critical incidents team including, but not limited to, the Vice Provost/Dean of Students,

Director of Public Safety, Director of Pew Campus Security, Assistant Vice President for News and Information Services, and the Vice President for Inclusion and Equity.

- The Dean of Students Office (or designee) (student victim) or the Office of Inclusion and Equity (faculty/staff victim) will promptly document the victim's report of the incident (i.e. who, what, when and where). Additionally, those directly concerned with the incident should take care to retain physical evidence.
- The victim will be asked what role s/he would like to play in responding to the incident.
- The victim will be assured that his or her physical and emotional needs are important and appropriate actions are being taken (i.e. consider relocation, academic accommodations, counseling, etc.) by appropriate GVSU staff.
- Bi-weekly reviews of any reported incidents will occur involving 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 victim is a faculty or staff member.
- When appropriate, enhanced public safety measures (patrols, surveillance, etc.) may begin promptly and will be directed by Public Safety or Pew Campus Security.

Response to accused

- The Dean of Students Office (or designee) (student victim) or the Office of Inclusion and Equity (faculty/staff victim) will communicate with the accused promptly to acknowledge the filing of a report.
- Investigation 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.

Response to the campus community

The Team Against Bias (TAB) will review available information regarding an incident and will implement a strategy to educate and/or to engage the campus community in appropriate follow-up regarding the issue.

TAB membership will include the following:

- Michele Coffill, News and Information Communications Specialist
- Tom Coy, Assistant Director for Campus Programming & Fraternity/Sorority Life
- Nancy Crittenden, University Communications Manager
- Milt Ford, Professor of Liberal Studies
- Ken James, Assistant Vice President for Affirmative Action
- Eric Klingensmith, Coordinator of Crisis Intervention and ACES program
- Marlene Kowalski-Braun, Director of Women's Center
- Steve Lipnicki, Director of Pew Student Services
- Diana Pace, Associate Dean of Students
- Sue Sloop, Human Resources Work Life Consultant
- Pat Smith, Deputy University Counsel
- Janet Walls, Associate Director of Housing & Residence Life
- Oliver Wilson, Dean of Multicultural Affairs
- Student Senate Representative

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).

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

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