

# Bias Incident Toolkit

## This Toolkit is intended to:

1. Inform the campus community about the procedures in place to address bias incidents and how to report these incidents.
2. Provide information on the methods of communication regarding bias incidents and the actions that CSB/SJU will follow.
3. Identify campus resources that provide care and support for community members who have been affected.

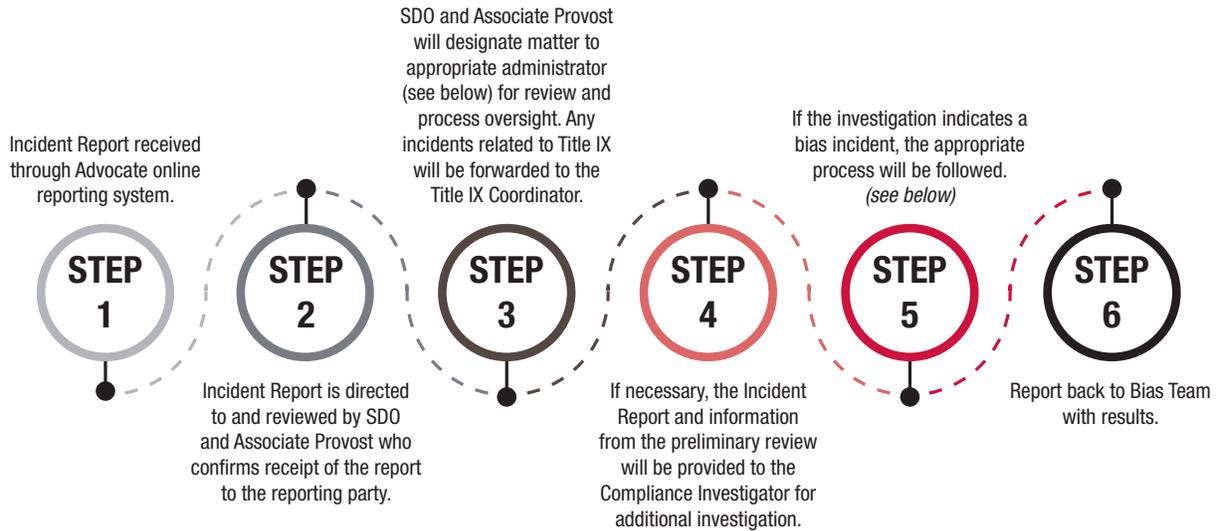
## What is a bias incident or hate crime?

Bias incidents include verbal, nonverbal and written conduct or behavior that is threatening, harassing, intimidating, discriminatory, and is based on an individual's identity or group affiliation, such as race, age, disability status, gender, gender identity/expression, national origin, sexual orientation, or faith tradition. Some examples of bias incidents include, but are not limited to, graffiti or signs, written/verbal slurs or threats, physical or verbal confrontation, gestures, and threatening physical or digital communications.

Bias incidents may also be a form of harassment. It becomes harassment when these words or actions create a "hostile environment." If conduct is determined to be part of a finding of hostile environment harassment under the discriminatory harassment definition, then that conduct will not separately be analyzed as a bias incident.

A hate crime is a criminal act committed against a person or property that is motivated by the offender's bias against the victim's identity or group or affiliation.

# Bias Incident Reporting



*For bias incidents involving students, the Student Conduct Process will be followed by relevant Dean of Students and/or Residence Life staff. Bias incidents alleging the incident was committed by a staff member will be reviewed by Human Resources in coordination with appropriate supervisors. Bias incidents alleging the incident was committed by a faculty member will be evaluated by Human Resources in coordination with the Dean of Faculty.*

## How do I report a bias incident?

If you or someone you know experiences a bias incident on campus, you should report the incident using the online reporting system accessed through the [Bias Incident Report Link](#). This form can be filled out by you, if you experienced the bias incident, or by someone who is supporting you (a friend, staff member, or faculty member).

You can choose to be anonymous. If you choose to be anonymous, please add as many details as possible and we will do our best to respond to the issue. Without being able to speak with you, we will likely be limited in our ability to conduct a meaningful investigation and will not be able to provide supportive services.

If you are in danger, contact SJU Life Safety or CSB Security immediately. Also contact SJU Life Safety or CSB Security so that any evidence may be secured (e.g., a video recording on the Link, physical evidence).

The following administrators are on the Bias Incident Response Team:

- Sandra Mitchell, Senior Diversity Officer
- Mary Geller, Associate Provost for Student Success
- Chantel Braegelmann, Senior Human Resources Partner
- Pam Bacon, Dean of Faculty
- Amanda Erdman, SJU Assistant Dean of Students
- Marcia Mahlum, CSB Assistant Dean of Students
- Cheryl Stanton, General Counsel

## **How are incidents investigated?**

The Senior Diversity Officer and the Associate Provost for Student Success will receive and review the Bias Incident Report. The Senior Diversity Officer and the Associate Provost for Student Success will then delegate the matter to the appropriate administrator for review and process oversight. Any incidents related to Title IX will be forwarded to the Title IX Coordinator.

If necessary, the Incident Report and any related information that has been gathered will be provided to the Compliance Investigator for additional investigation.

Bias incidents alleging that the bias incident was committed by a student will be reviewed in accordance with the Student Conduct Process.

Bias incidents alleging the bias incident was committed by a staff member will be reviewed by the Human Resources Office in coordination with appropriate supervisors.

Bias incidents alleging the bias incident was committed by a faculty member will be evaluated by Human Resources in coordination with the Dean of Faculty.

Potential sanctions for individuals found responsible for committing a bias-related incident may include the following:

- Reparative, restorative educational sanctions (e.g., classes, mediation)
- Formal Warning, Formal Reprimand, Conduct Probation
- Removal from the residence halls and/or campus, suspension, or expulsion
- Financial sanctions for replacement or repair of CSB/SJU or personal property

If a bias incident involves criminal conduct, law enforcement may be contacted.

## **How will the campus community know of the outcome of the case?**

Due to privacy and other considerations, it is likely the community will not be informed of the specific outcome of a report. While specifics of the report outcome may not be shared, the reporting party will be notified that the report was received. Support will be offered to anyone who may need additional assistance.

## What resources are available on campus to assist students after a bias related incident?

- Counseling Services offers a variety of individual and group counseling sessions to provide support to students who have been affected by acts of intolerance. They may also assist in facilitating programs for group conversation.
- Campus Ministry CSB and Campus Ministry SJU offer counseling and spiritual advising through the chaplains and staff for students of all faith backgrounds. They are also available to assist during emergencies and incidents on campus on an individual basis, as well as group discussions.
- Multicultural Student Services In collaboration with other offices in Student Development, the MSS staff can offer individual advising for students and coordinate learning programs to address bias incidents on campus. The staff also can conduct small and large group discussions to help build community and support for students.
- Residence Life CSB and Residence Life SJU The staff of Residence Life will provide services to support students after any incidents that are against our principles of community. Residence Life may also provide additional learning opportunities for the community.
- Student Accessibility Services can assist students needing accommodation through the Bias Incident process.
- Dean of Students CSB and Dean of Students SJU The staff of the Dean of Students Office can discuss the process of the investigation and offer advising for students who may need support after a bias related incident, as well as coordinate efforts to assist students who are seeking any resources needed.
- [Employee Assistance Program](#). Confidential professional counseling and consultant services are available through the Employee Assistance Program (EAP). Counseling and consulting services are available via telephone or in-person: live phone support is available 24/7 with a counselor by calling (800) 383-1908, and our plan covers up to three face-to-face counseling sessions per incident. Contact [CSB+SJU 's Human Resources Office](#) or VITAL WorkLife at (800) 383.1908 for further details.

## What can staff in other areas of the CSB/SJU do to help students after a bias-related incident?

Members of the CSB/SJU community should seek out opportunities to develop their knowledge and skills in advancing Diversity, Equity, Inclusion, and Justice (DEIJ) through participation in events, workshops, and trainings offered by diverse departments. Events hosted by the Multicultural Center, Institute for Women's Leadership, Johnnie Development Institute, student organizations, and The Center for Teaching and Learning are valuable resources.

Staff may be able to provide additional resources that may prove helpful when creating responsive or proactive programming that responds to a bias-related incident. Consult with areas such as the Office of the Senior Diversity Officer, Office of Multicultural Student Services, the Dean of Students Office, and the Division of Student Development if additional advising, including possible facilitators, are needed.