

Campus Climate and Bias Reporting Protocol

Introduction

Carnegie Mellon University (CMU) is committed to fostering an environment where our community can grow, learn, and ultimately thrive together. The Campus Climate and Bias Reporting Protocol (CCBRP) is a non-disciplinary educational body intended to direct members of the CMU community to information that will provide guidance, clarity and a mechanism for reporting and informally resolving an alleged Bias Incident.

The university deeply values the freedoms of speech, thought, expression and assembly as core elements of our educational mission. The [Freedom of Expression Policy](#) clearly articulates our institutional commitment toward this end and outlines the rights and responsibilities accruing to our community members in upholding that commitment. CCBRP is not intended to violate individual rights of any persons, including the rights guaranteed by the university's Freedom of Expression Policy or the First Amendment to the United States Constitution. The CCBRP does not supersede or overrule any university policy and/or procedures related to unlawful discrimination, harassment or compliance with other federal, state, and local laws. The CCBRP is not a disciplinary process, and this process will not be used to determine responsibility or discipline for an alleged incident or alleged violation of policy.

The CCBRP complements the work of the Office for Institutional Equity and Title IX, which is part of the Office of the Vice Provost Office for Diversity, Equity and Inclusion and Chief Diversity Officer. The Office for Institutional Equity and Title IX (Office for Institutional Equity) serves as a primary portal for receiving reports when campus culture, mission, and institutional values are disrupted through negative conduct, speech or expression directed toward a group or individual in the CMU community based on perceived or actual race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, genetic information, or any combination of these factors. The Office for Institutional Equity is responsible for reviewing all reports to determine whether the reported conduct may constitute a violation of university policy, including but not limited to the Statement of Assurance and the Sexual Misconduct Policy. For reports involving a possible violation of policy, the Office for Institutional Equity may refer the report for investigation and resolution under appropriate policy and process. For reports that do not involve a violation of university policy, the Office for Institutional Equity may process the report through the CCBRP.

The CCBRP seeks to:

- Provide an organized and coordinated university response to Bias Incidents.
- Provide a forum for reporting concerns about bias related behavior, even if such behavior is not a violation of policy.
- Provide a forum to resolve bias concerns in an educational and non-punitive manner.
- Coordinate prompt, caring, and effective responses and services.
- Support members of the university community impacted by acts of bias.
- Provide guidance and education that facilitates the development of competencies in awareness, knowledge, and skills that prevent incidents from occurring or reoccurring.
- Implement a university-wide collaborative process for colleges, divisions, and key stakeholders to best serve our community and advance inclusive excellence.
- Offer an accessible process for reporting, responding, monitoring and assessment of incidents of bias.

Oversight and Scope

The Office for Institutional Equity serves as the administrative unit responsible for applying the CCBRP. The assistant vice provost for the Office for Institutional Equity is charged with the oversight and management of the CCBRP. The Office for Institutional Equity is responsible for reviewing all reports to determine whether the reported conduct may constitute a violation of university policy, including but not limited to the Statement of Assurance and the Sexual Misconduct Policy. For reports involving a possible violation of policy, the Office for Institutional Equity may, after consulting with the reporting party, refer the report for investigation and

resolution under appropriate policy and process. For reports that do not involve a violation of university policy, the Office for Institutional Equity may process the report through the CCBRP. The Office for Institutional Equity is also responsible for assessing whether there are immediate safety or health concerns, utilizing internal and external specialists as needed, and if additional university officials need to be notified or consulted.

When the Office for Institutional Equity determines that a reported Bias Incident should be processed through the CCBRP, the assistant vice provost is responsible for convening the Campus Climate and Bias Reporting Protocol Team (CCBRPT). The CCBRPT supports the work of the Office for Institutional Equity through informed guidance to aid community members who report Bias Incidents and helps to educate the campus community about bias related concerns.

The CCBRPT is a group of trained professional staff members from across the university that are best positioned to skillfully assess and address incidents of bias in a consistent, thoughtful, and educative manner. This interdisciplinary team members are representatives from: the Division of Student Affairs; the Office of the Vice Provost for Diversity, Equity and Inclusion and Chief Diversity Officer; Human Resources; Counseling and Psychological Services; academic DEI leads; and administrative DEI leads. The Office of General Counsel, the vice provost for diversity, equity and inclusion and chief diversity officer, and the University Police Department will serve as regular consultants and work directly with the assistant vice provost as needed.

The CCBRPT is charged by the provost and vice provost for diversity, equity and inclusion and chief diversity officer to work with the assistant vice provost of the Office for Institutional Equity confidentially to holistically address incidents on a case-by-case basis, to best position all parties involved to learn, grow, repair harm and reach a resolution that ultimately aligns with the university's stated institutional mission and values. Furthermore, the team will use bias reporting data to recommend educational programs and strategies for engaging the CMU community in cultivating professional and interpersonal skills that enhance inclusive practices and policies to improve experiences and belongingness on campus.

The CCBRPT is not an investigatory, disciplinary or adjudicating body. The CCBRPT does not have authority to initiate or conduct investigations and does not have the authority to recommend or require disciplinary action. The CCBRPT is advisory to the Office for Institutional Equity and assists in advancing inclusive excellence. Should there be any concerns by a CCBRPT member, they are to be directed to the assistant vice provost first for consideration and discussion. The assistant vice provost will consult with appropriate officials as needed for clarity, guidance or resolution of a concern.

The CCBRPT will meet regularly to advise and discuss reports of Bias Incidents received, identify, and advise on potential responses or resolutions, and track emerging trends in community behaviors. CCBRPT members are formally invited by the provost and vice provost for diversity, equity and inclusion and chief diversity officer to serve. Members must be willing to participate in a training conducted or commissioned by the Office for Institutional Equity regarding federal, state, and local civil rights laws, CMU policies and practices, freedom of expression, academic freedom, implicit bias and microaggressions, and restorative practices. Members of the CCBRPT must receive approval from their supervisor and be able to attend the scheduled meetings.

The CCBRPT will support the Office for Institutional Equity and will issue an annual summary report that provides data and information regarding reported Bias Incidents, trends, responses, assessment, and proactive initiatives to the provost and the vice provost for diversity, equity and inclusion and chief diversity officer.

How to Report Bias and/or Seek Support

****These reporting mechanisms should not be used for emergency responses. If this is an emergency, please call CMU Police at 412-268-2323 or 911.****

A student, staff, faculty member, third party, as well as campus visitors, may report a Bias Incident to the Office for Institutional Equity by either:

1. Submitting to the Office for Institutional Equity the [online notification form](#) (This is not an anonymous form).
2. Contacting the Office for Institutional Equity at institutionalequity@cmu.edu or 412- 268-7125. The Office for Institutional Equity will document the report in its data management system.
3. Submitting a report to the university's hotline cmu.ethicspoint.com. **This can be done anonymously.**

The Office for Institutional Equity and/or the CCBRPT may not compel any individual to participate in the process. Individuals who file a Bias Report or who participate or refuse to participate in this process are protected from retaliation under the Policy Against Retaliation.

What Happens After a Report Is Submitted?

Within three business days of receipt of a report of a Bias Incident, the Office for Institutional Equity will respond to the reporting party to acknowledge receipt of the report and offer an opportunity to share additional information. If the report involves an alleged violation of university policy, the Office for Institutional Equity will discuss options for formal and informal resolutions with the impacted party. Options for filing a formal complaint under the applicable university policy and potential outcomes will vary depending on the respondent's position/role at the university (e.g., student, staff or faculty). The decision whether to pursue a policy violation will remain with the impacted party.¹

If the Bias Report does not involve a violation of university policy, the Office for Institutional Equity will discuss with the impacted party options for processing the reported conduct through the CCBRP. The next steps are largely dependent upon the wishes of the reporting party and the kind of information shared. The assistant vice provost of the Office for Institutional Equity will review the report to determine appropriate actions to address the concern. This may include contacting key officials/personnel if safety or a criminal act or policy violation is a concern. If there are no immediate safety or health related issues, then the CCBRPT is notified and convened using established meeting protocols.

The CCBRPT will review and evaluate the Bias Report. Based on the severity and context of the reported Bias Incident, responses can take many forms and involve various university partners. The CCBRPT maintains discretion to address reports in the manner determined most effective, including only documenting the concerns. When further steps are warranted, the CCBRPT will consider implementing any one or more, but not limited to, the following actions:

- Gather additional information about the reported incident.
- Identify appropriate partners for the situation.
- Discuss potential responses.
- Support and facilitate outcomes, which may include:
 - Individualized support for the impacted party
 - Restorative Practices
 - Informal mediation/conflict resolution between parties (if known)
 - Community level interventions
 - Consultations

¹ In some instances, the university will be required to pursue a formal complaint, such as incidents involving minors or community safety concerns.

- Facilitated conversations
- Educative workshops, longitudinal work, etc.
- Facilitated connections with key stakeholders across CMU (e.g., DEI Leads, ombudspersons, department/unit).
- Individualized educative conversations and opportunities where appropriate.

After responding to a Bias Incident, the Office for Institutional Equity will “close the circle” with reporting parties about any actions taken or information learned to the extent appropriate and allowed by law or policy. Consideration is given to the wishes of the impacted party and respect for privacy of those involved.

Definitions

1. The following terms defined in Section IX of the [Procedures for Alleged Violations of the Statement of Assurance Violations](#) are incorporated by reference:
 - Discriminatory Conduct
 - Discriminatory Harassment
 - Disparate Treatment Discrimination
 - Retaliation
 - Protected Class
 - Reasonable Person
2. The following defined in Section IX of the Interim Sexual Misconduct Policy are incorporated by reference:
 - Sexual Harassment
 - Sexual Assault
 - Dating Violence
 - Domestic Violence
 - Stalking
 - Sexual Exploitation
3. **Bias Incident:** A Bias Incident occurs when our campus culture is disrupted through perceived negative conduct, speech or expression by a group or individual in the CMU community directed toward a group or individual in the CMU community based on perceived or actual race, color, national origin, sex (including gender, marital status and pregnancy), handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, genetic information, or any combination of these factors. Bias Incidents, whether intentional or unintentional in their occurrence, may contribute to creating an unwelcoming environment for individuals and groups at the university. Bias Incidents may include Microaggressions.
4. **Microaggression:** Verbal, nonverbal, behavioral, or environmental slights, snubs or insults, which can be intentional or unintentional, that communicate hostile, derogatory, or negative messages or viewpoints based on actual or perceived membership in a Protected Class.