Reported Bias Incident Response Protocol

Report

- Bias incident report form submitted

Evaluate

- Safety Evaluation
  - evaluates report for immediate action, safety
  - Creates case in Maxient
  - Acknowledges receipt, sends resources to reporting party

- Disciplinary Evaluation
  - HR or Student Conduct
  - If no, BRT Coordinates response

- Care Evaluation
  - BRT Coordinator conducts care assessment and outreach

- BRT Discussion
  - Gather additional information
  - Discuss potential responses
  - Identifies collaboration needed in response

Respond

- BRT develops & coordinates response in collaboration with impacted parties, university partner(s), content experts

- Coordinator/designee and Liaison tracks updates and progress and enters into Maxient

Assess

- BRT evaluates incidents for trends, needs, future educational efforts etc.

- Coordinator/designee summarizes response summary and closes incident in Maxient

- Coordinator/designee or Liaison(s) conducts follow-up outreach, if appropriate

- BRT develops regular report to provide data and information on reported incidents, trends, and responses