

# BIAS INCIDENT REPORTING FLOW CHART - TEXT VERSION

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1. Incident of Bias Report is submitted
2. Auto-response confirmation is sent to submitter
3. Report is received via email by the Bias Assessment Team
  - *The Bias Assessment Team consists of representatives from Campus Safety, CSU Police, Office of the General Counsel, Office of the Provost, Office of the Vice President for Enrollment and Access, the Office of Vice President for Diversity, the Office of the Vice President for University Communications, the Office of Equal Opportunity, and the Office of the Vice President for Student Affairs*
4. Report is reviewed by the Bias Assessment Team to determine next steps
5. Communication to individual who submitted the report is sent (if contact information was provided in the report)
6. Campus messaging or website communication is sent (if applicable)
7. The Bias Assessment Team determines which groups need to be involved in the next steps and follow-up:
  - If the Bias Incident calls for policy change or other high level action needed, the Bias Assessment Team works with the Consultation Team for Incidents of Bias
    - *The Consultation Team for Incidents of Bias consists of high-ranking officials at the university who meet multiple times a semester to discuss any policy changes or high level structural changes that may be needed as a result of a bias incident report*
  - If the Bias Incident involves undergraduate students, the Bias Assessment Team works with the Office of the Vice President for Student Affairs
  - If the Bias Incident involves faculty, staff, or graduate students, the Bias Assessment Team works with the Office of the Vice President for Diversity

## What happens next?

Based on the unique factors of each bias situation reported (including whether there is a known impacted individual(s), what support that individual(s) needs, whether there is a known reported individual(s), whether a threat is present, etc.), a management plan is developed. These plans may involve campus partners and resources, such as:

- Student Case Management
- Student Resolution Center
- CSU Police
- Fort Collins Police
- University Housing
- Vice President of Student Affairs Office
- CSU Health Network
- Student Legal Services
- Women and Gender Advocacy Center
- Student Diversity Offices
- Student Disability Center
- Vice President for Diversity Office
- Employee Assistance Program
- Office of Equal Opportunity

Follow-up, or accountability, for each bias incident is dependent on the unique factors of the situation. While the team moves as quickly as possible, the nuances of bias incidents require thoughtful planning and intentional actions, which take time. Follow-up may include:

- Engaging with the reported individual(s) or group(s) to gather additional information
- Educational in-person conversations with the reported individual(s) or group(s)
- Mediation or dialogue support for parties involved
- Additional trainings for the greater university community or specific units
- Policy change recommendations to divisions or units
- Listening sessions for the university community with the Vice President for Diversity
- Additions or changes to the university, unit, or division's Diversity Strategic Plans