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## Bias Incident Response Policy

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**Applies to:** (examples; Faculty, Staff, Students, etc)

Faculty , Staff , Students

**Policy Overview:**

Issued: 09-01-2016

Next Review Date: 10-18-2024

Frequency of Review: Annually

As part of our mission to create a supportive and enriching environment for all students, staff, faculty and guests, University of Health Sciences and Pharmacy in St. Louis is committed to providing a diverse and inclusive learning and working environment free from discrimination. This policy establishes a Bias Incident Response Committee (BIRC) and definitions and procedures to receive reports of bias incidents, ensure that affected individuals receive resources and support and coordinate a holistic campus response grounded in restorative justice to promote accountability, learning, healing and growth.

**Definitions:**

Term	Definition
Bias Incident	Any activity that intimidates, demeans, mocks, degrades, marginalizes or threatens individuals or groups. Examples include, but are not limited to, incidents based on individual or group actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, race, religion, religious practice, veteran status, or other protected classification. In identifying a bias incident, the focus is on the impact on an individual or group. While controversial ideas or opinions are a hallmark of higher education, the expression of bias or hate against individuals or groups is a form of discrimination and harassment that violates the University's policies and applicable federal laws prohibiting discrimination and harassment.
Bias Incident Response Committee (BIRC)	A first response committee established to develop, coordinate and oversee a restorative and socially just response to bias incidents. The BIRC works closely with the campus community to educate and foster an inclusive environment. The BIRC will recommend, provide or assist with restorative interventions and measures to personnel and University boards or committees responsible for adjudicating such cases to promote individual and community healing, learning and growth.
Emergency Bias Incident	Situation involving potential or imminent physical harm or violence.
Hate Crime	A hate crime is a prejudice-motivated crime, often violent, which occurs when a perpetrator targets a victim because of his or her membership (or perceived membership) in a certain social group. Hate crimes are subject to increased penalties under Missouri and federal laws and mandatory reporting requirements under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act").
Responsible Employee	A "responsible employee" is a University employee who has the authority to redress Sexual Misconduct and Stalking, who has the duty to report incidents of Sexual Misconduct and Stalking or other student misconduct (see Section G titled "Clery Requirements, Timely Warning and/or Emergency Notification"), or who a student could reasonably believe has this authority or duty (i.e. coaches, athletic directors,

	residence assistants, residence life staff, student activities staff, advisors to student organizations, faculty, administrators). This responsibility to report applies to bias incidents as well under this policy.
Restorative Justice	A philosophy that empowers individuals harmed, offenders and communities to actively engage in a process to identify harm caused by the offenders, and requires offenders to take responsibility for their actions and repairing harm. Restorative justice includes but is not limited to interventions or measures such as dialogue, community conferencing, restorative circles, meaningful amends, apology, community service, public declaration, educational opportunities and other restorative remedies.
Title IX	As defined by Section 504 of the Rehabilitation Act of 1973, and Title IX of the Higher Education Amendments of 1972, Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

## Details:

University of Health Sciences and Pharmacy in St. Louis (“University” or “UHSP”) strives to create an inclusive culture of people with unique backgrounds and perspectives aligned with our mission to be a supportive and enriching environment for growth, advancement and leadership, preparing our students, residents, faculty, staff and alumni to positively impact patients and society. Toward that end we are committed to training culturally competent professionals to work effectively in community or multi-disciplinary settings and serve patients who identify with different social groups. Intolerance, bias and hate directed at individuals or groups because of race, color, religious belief, sex, pregnancy, marital status, sexual orientation, gender identity or expression, national origin, ethnicity, disability status, age or other protected classification is detrimental to the University’s mission. Any form of bias against these groups go against our fundamental values of diversity and inclusion and will not be tolerated. The University’s efforts to foster a respectful and inclusive learning environment is dependent on everyone’s efforts to help identify, respond to and prevent bias related incidents. This policy establishes a BIRC to serve as a central resource to define bias related incidents, determine how to report an incident and help decide how the University will respond. The BIRC will be responsible for reviewing reports of bias incidents, provide guidance to administrators on investigations and enforcement of the University’s discrimination and harassment policies, and develop informed strategies including restorative justice practices to promote inclusion, support and repair of harm caused to affected individuals and the University community.

### How to Report Bias Incidents

#### A. Title IX Violations

- Faculty and Staff should report Title IX Violations to Daniel Bauer, director, Human Resources, 314.446.8308, Jones Hall, Room 1309, Daniel.bauer@uhsp.edu,
- Students should report Title IX Violations to Rebecca Jones, director, Academic Support Services, 314.446.8352, Residence Hall, Room 2128, Rebecca.Jones@uhsp.edu

**B. Hate Crimes:** Hate crimes should be reported to the Office of Public Safety in a timely manner in accordance with CLERY incident reporting policy. Reports may be made online at [stlcp.edu/safety/clery](http://stlcp.edu/safety/clery) or by calling 314.446.SAFE (7233).

**C. Emergency Bias Incident:** In cases involving potential or imminent physical harm or violence on campus, incidents should be reported immediately to the Office of Public Safety by calling 314.446.SAFE (7233) or the St. Louis Metropolitan Police Department at 314.444.5385. UHSP public safety officers will deploy as first-responders to the scene and coordinate notification to the St. Louis Metropolitan Police Department and other emergency services. The Director of Public Safety will ensure that timely warning notices are sent to the campus community whenever there is an immediate or continuing threat of harm.

**D. Bias Incident:** University administrators and employees responsible for receiving reports of bias incidents have an affirmative obligation to promptly report the incidents to the BIRC. All responsible employees will promptly notify the BIRC within twenty-four (24) hours of receipt of a report of a bias incident. The BIR reporting mechanism for any violation is the Bias Incident Report Form which can be accessed at [uhsp.edu/safety](http://uhsp.edu/safety). The BIR Form is automatically routed via a confidential and secure system to the chair of the BIRC and the vice president, Campus Life. The BIRC chair or other member of the BIRC will review the reported incident, gather background information, notify and convene (if needed) the BIRC as soon as possible to review the report. All incidents reported will receive a follow up contact within 48 hours from the time the incident was reported when possible.

#### Bias Incident Response Committee Composition

The BIRC will include individuals from the University community to coordinate the handling and response to any report of a bias related incident. The BIRC will be composed of six core members including the vice president, Inclusion and Diversity who will serve as chair of the BIRC, one member appointed by the dean of pharmacy, one member appointed by the dean of arts and sciences, one member appointed by the Faculty Senate, one member appointed by the Staff Council, and one member appointed by the Student Government Association. BIRC members will have experience, education or training in the areas including but not limited to cultural competency, discrimination, intolerance, privilege and restorative justice to prevent and address bias incidents when they occur. The vice president,

Campus Life will serve as an ex officio member and general counsel will serve as a resource to the BIRC. Outside consultants and experts may be retained to train the BIRC or provide services as needed.

**Coordination**

This policy is not intended to replace existing reporting structures and procedures that currently exist under other University policies prohibiting discrimination or harassment. The purpose of the BIRC is to serve as a supporting body with expertise as a first-responder to develop and coordinate strategies to respond to incidents and address issues that may impact members of the campus community.

Upon receipt of a report, the BIRC chair or other member of the BIRC will consult with the vice president, Campus Life to determine the complexity, severity or level of harm, and whether the incident requires a formal meeting of the BIRC. Some incidents of bias can be resolved directly with the person or group who was harmed and with the offender without convening a formal BIRC meeting. However, all bias incidents will be reviewed by the BIRC and shared annually with the campus community.

If a bias incident requires a formal BIRC meeting, the BIRC chair will promptly notify the president of the bias incident. The BIRC will work with University administrators to investigate the incident, make recommendations to administrators for impacted individuals to receive adequate support and access to resources, and to ensure that applicable policies for adjudication are followed.

**Adjudication/Restorative Justice**

The University believes that restorative justice is consistent with its mission of providing a safe and inclusive environment, educating culturally competent health care professionals and pharmacists through the transformative power of learning. Restorative justice provides individuals harmed, responsible parties and communities with opportunities to create a pathway for social justice and personal change. Restorative justice is not leniency and may include taking appropriate accountability measures to protect those harmed or the broader community. The BIRC will recommend, provide or assist with restorative interventions and measures to personnel and University boards or committees responsible for processing such cases to promote individual and community healing, learning and growth.

**Privacy**

The University recognizes the importance of individual privacy and will honor requests for confidentiality by the reporting party when possible. Individuals may file anonymous reports, however, doing so may limit the University’s ability to respond or take appropriate action. Communications regarding the accused will be handled by University administrators on a need-to-know basis, as required by law, and to the extent necessary for the University to respond properly.

**Tracking and Reporting**

The BIRC will ensure all reports of bias incidents and hate crimes are recorded in a BIRC Log and summarized in the BIRC annual report. The BIRC will analyze reported bias trends and identify education and interventions. A summary of incidents and/or trends will be made available to the University community annually. Timely notices regarding specific incidents will be provided to the University community as warranted. All notices, reports and logs will be published and made available to the University community consistent with the Clery Act, FERPA and applicable privacy laws.

**BIRC Training**

The BIRC will make recommendations on education and training initiatives for committee members to the vice president, culture and campus life and director, human resources. These initiatives will include discrimination and harassment training, cultural competencies, social group identities, bystander intervention and creation of safe places.

**Related University Policies**

This Bias Incident Response Policy is intended to supplement the procedures and important information set forth in the following University policies:

- Harassment, Sexual Misconduct, Relationship Violence, and Stalking
- Care Team Policy
- Information Technology Acceptable Use Policy
- Student Code, Social Media Policy
- Student Code, General Standards of Conduct
- Student Code, Professional Misconduct

**Responsibilities:**

Position/Office/Department	Responsibility
Dan Bauer Director, Human Resources Daniel.Bauer@uhsp.edu	Faculty and staff representative for reporting incidents, Title IX and Section 504 Coordinator
Rebecca Jones Director, Academic Support Services Rebecca.Jones@uhsp.edu	Student representative for reporting incidents, Deputy Section 504 & Title IX Coordinator for Students
Isaac Butler Interim Vice President, Inclusion & Diversity Isaac.Butler@uhsp.edu	General Resource for Reporting Incidents; Responsible for Coordinating BIRC and BIR Policy Implementation/Oversight
Kenneth Fleischmann	Resource to the BIRC

**Resources:**

The BIR reporting mechanism for any violation should be completed by following this link to the Bias Incident Report Form <http://www.stlcp.edu/safety/index.html>.

**Policy Contacts:**

Name	Contact Information
Isaac Butler	<a href="mailto:Isaac.Butler@uhsp.edu">Isaac.Butler@uhsp.edu</a> , 446-8438