

Bias Reporting

The Process of Reporting Bias

How Are Incidents Reported?

The Bias Reporting Team has established three types of entry points for reporting incidents of hate and bias. The campus community will also be educated regarding which reporting method is most appropriate, given the circumstances of the event:

Personal Report

A student or college employee with a complaint can report that information in person to a wide range of persons and offices that will serve as entry points. Please contact:

Office of Equal Opportunity Tammy Currie (757) 221-2617	Arts and Sciences Graduate Ombudsperson (757) 221-3761
Office of Multicultural Affairs Chon Glover (757) 221-2301	School of Business Dean John Boschen (757) 221-2885
Dean of Students Patricia M. Volp (757) 221-2510	School of Education Dean Tom Ward (757) 221-2358
Arts and Sciences Undergraduate Dean Sue Peterson (757) 221-2469	Virginia Institute of Marine Science Graduate Dean Iris Anderson (804) 684-7105
Human Resources Lynn Riggs (757) 221-3153	

Online Form

A student or college employee who would like to report an incident may use the [online form](#) if the event in question is not presently occurring, and if there is no continued threat of harm to person or property. For immediate response, use the phone report or personal report (listed below). A person reporting online may report anonymously by leaving the personal information fields blank. The Bias Reporting Team will assume that providing a name and phone number indicates a desire for follow-up contact, which will occur within 24 hours, Monday through Friday, 8am to 5pm. Reports submitted on the weekend or holidays will not receive a response until 24 hours from the normal

business hours of the College.

Phone or Fax Report

A student or college employee may make a report by phone or fax, regardless of the severity or immediacy of the incident. To place a report, call the Bias Reporting Team Chair at 757-221-1236 or by fax at 757-221-1240 ([fax form](#)). If reporting during a weekend or holiday, contact the campus police at 757-221-4596. The campus police will respond to, intervene, and document events as appropriate, and will be expected to follow the Bias Reporting protocol by contacting the Chair or Vice-Chair within one hour of receiving the call. A student making a phone or fax report will be informed of the timeline for a follow-up response.

What Happens When an Incident is Reported?

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» [Support & Resources](#)

» [College Statement of Rights and Responsibilities \(PDF\)](#)

» [Student Code of Conduct \(PDF\)](#)

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Regardless of the means of reporting (phone, personal, or online), the Bias Reporting Team Chair receives the complaint in the time frame described above, and initiates the following process:

1. The Chair reviews the report, and decides whether the event fits the mandate of the Bias Reporting Team (is it a bias or hate related event).
2. If the Chair determines that it is an issue of bias or hate, proceed to the next step. If it does not fit the Bias Reporting Team mandate, the report will be passed on to the appropriate office for a response.
3. The Chair then determines the level of significance of the report, and whether the Bias Reporting Team should convene. This meeting will occur no more than 24 hours from the time this determination is made. The Team will ALWAYS convene if any of the following are true of the event:
 - The event includes physical harm, or its potential.
 - There is the potential or reality for large-scale impact (to the campus or wider community).
 - The event includes the presence of hate or bias-related symbols. The more public, the more urgent.
4. Bias Reporting Team members are expected to clear their schedules and make this meeting top priority. The



Team will convene with whatever members are available at the set time.

5. If the Chair determines that the report does not require the Bias Reporting Team to convene, the Chair will send an email to the Team alerting them to the incident submission, and directing them to a secure website containing the details of the report, and the action to be taken by the Chair, or by the office or person deemed most appropriate to respond.
6. If the Bias Reporting Team does convene, they will determine the following:

Support

What support is and should be given to the alleged victim and the accused? A priority of the Bias Reporting Team is to maintain communication with all parties involved so they know their needs will be addressed and concerns heard. After initial contact, the victim will be given a timeline for information regarding the review, and any public action that might be taken.

Review

What is being done, who should do it, and what is already known? This may include collaboration with local law enforcement or advocacy groups, when the event in question occurs outside William and Mary, or involves its students or employees. A timeline for gathering information should be established, and responsibilities delegated.

Participation

Are there resources (individuals, campus groups, etc.) that need to be included in this process?

Public Communication

Is a statement to the community (campus and local) appropriate, what should it contain, and how should it be delivered?

Closure

What additional steps can be taken so the institution feels it is contributing to a just community?

7. The Bias Reporting Team will select an individual to be the primary

contact with the accused and with the victim. It is not necessary for this person to be a member of the Team. Selection should be based on appropriate experience and expertise.

8. The Chair bears the responsibility to keep the College president (or his proxy) apprised of the situation at each step.
9. The Chair or a delegate from the Bias Reporting Team will be charged with maintaining a database of reported incidents. The Team will decide how that data is to be handled, who should have access, and to whom it should be reported.

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