

# Submit Report of Bias\*

## 1. Screening of Report by Bias Coordinator

- Contact and offer support and resources to reporting party\*
- Notifies the Office of Diversity Access & Inclusion on a regular basis of reports received
- Directs reports to appropriate department
- Receives feedback and directs as necessary
- Reports back to the reporter

\*Within 24-48 hours of the initial report

## 2. One the following departments will contact you:

### The Office of Title IX:

- Follows up with students and employees.
- If it relates to gender, identity, and sexual orientation, investigates incident to determine possible violation related to gender-based bias, sexual violence, sexual harassment, relationship violence, stalking, and retaliation; supportive measures and resources.

### The Office of Disabilities:

- Follows up with students.
- Discusses accommodations.
- Works with students, faculty, and staff on reasonable accommodations and support.

### Department of Human Resources

- Follows up with employees.
- Addresses harm caused and impact.
- Discusses and provides reporter with resources and reasonable solutions.

### Dean of Students

- Follows up with students.
- Response to bias incident "Community Standards, etc."
- Addresses harm caused and impact.
- Provides support, educational, and developmental response.
- Campus notification if appropriate.

### Suffolk University Police Department

- Follows up with students and employees.
- Discusses with reporter safety, protective orders, and legal options within the criminal justice system.
- Assess re: Hate Crime
- Campus notification if appropriate.

## 3. Next steps:

- **The report is assigned for response 7-10 days after the initial outreach.**
- **Follow up action occurs.**
- **The report and follow up are recorded for reports and data sharing.**  
Information/Data shared with Diversity & Inclusion offices to identify patterns or increase of incidents for University to respond to community members impacted. Provide support and educational and developmental response.
- **Reporter is notified and investigation is completed within ~60 days.**

\*Anonymous reports will be reviewed, however, the University's ability to respond or pursue appropriate action against the alleged perpetrators may be impacted.