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## URGE Complaints and Reporting Policy for Scripps Institution of Oceanography (SIO) at UCSD

This is what was found by the SIO Pod at UCSD on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public. Items that were only found through follow up with contacts are noted. Items in yellow have been sent to OPHD for further clarification.

- **The link(s) to the reporting policy at UCSD are here:**
  - [Link](#) - The UC San Diego Office for the Prevention of Harassment and Discrimination (OPHD) is the office responsible for handling harassment and discrimination complaints at our organization, and acts as the Title IX office. There are separate resources for the policies and procedures for students, staff, faculty, etc.
  - [Link](#) - There are additional guidelines in place, namely who to report to, for reporting any type of harassment or discrimination onboard SIO ships.
  - Are reporting policies regularly reviewed? What is the process for changing policy?
    - Detailed processes of reviewing and changing policies are not publicly available. (OPHD EDIT - Policies are reviewed every three years. For a detailed explanation of process review and change procedures please see <http://rmp.ucsd.edu/policy-records/ppm.html>.)
    - However, UCSD is federally funded and therefore incorporates updates when changes are made by the U.S. Department of Education (DOE), the most recent of which was to Title IX Regulations on August 14, 2020.
    - The Harassment Prevention and Response Guide for the SIO Fleet was last updated in 2016.
    - Petitions of signatures may be able to trigger a town hall, meeting with organizational leadership, or policy change.
  - Are the rates of reporting made publicly available?
    - [Link](#) - OPHD publishes annual reports which include the number of reports made each year (e.g. OPHD received 184 complaints in 2015).
    - However, the latest available year on the website is 2015. It is unknown whether data from 2016-present is publicly available.
    - Reports that are online do not include any breakdowns or figures of the data over time or by year.
    - The [OPHD data](#) webpage points to a 404 Not Found error.
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
  - Who are the designated individuals/positions for reporting incidents?

## Unlearning Racism in Geoscience

- Any member of the community can make a report involving other members of the UCSD community or third parties.
- Reports can be made:
  - Anytime online at [www.reportbias.ucsd.edu](http://www.reportbias.ucsd.edu)
  - Anytime by email ([ophd@ucsd.edu](mailto:ophd@ucsd.edu))
  - By phone at (858) 534-8298
- “[Responsible Employees](#)” are required to report incidents of sexual violence or sexual harassment if they are made aware of an incident.
- Reports can be made anonymously, unless you are a Responsible Employee mandated reporter.
- Who do in-person and online reports go to? Who has access to see reports?
  - Reports made to OPHD are reviewed by OPHD staff.
- Are police included in the process? When and how?
  - According to OPHD, hate crimes should be reported to the [UC San Diego Police](#).
  - Otherwise, police are not involved in reports made to OPHD: “Sexual violence offenses can be addressed through university administrative procedures and through the criminal justice system. Any criminal proceeding is entirely separate from administrative proceedings of the university.” ([source](#))
- What are the outcomes or consequences for reported individuals?
  - [Link](#) - The complaint resolution flowchart outlines the process and some possible outcomes and resolutions for reports made to OPHD.
  - Disciplinary or remedial action is taken as necessary, up to and including immediate termination, if evidence of a UC policy violation exists.
  - Who decides the outcomes/consequences?
    - In some situations OPHD may be able to assist in an early resolution.
    - There may be interim remedies (eg. housing or job reassignment) also recommended by OPHD.
    - If a Formal Investigation is initiated, OPHD conducts the investigation and prepares a written Investigative Report with its findings. The Report is then sent to the appropriate Vice Chancellor, supervisor or dean, who decides the appropriate action or discipline.
  - Are reports tracked? How are they tracked? By who?
    - Reports are tracked by OPHD. Though many past annual reports containing brief descriptions of the complainant, respondent, summary of allegations, and action taken are available, public information does not indicate how this data is tracked internally by OPHD.

## Unlearning Racism in Geoscience

- Are repeated complaints escalated to a disciplinary board? What is the process?
  - No information about repeated complaints was found on the OPHD website. Complaints may be aggregated if there is a nexus of fact. However, discipline only ensues after an investigation has been conducted. A complaint in and of itself does not mandate a disciplinary response.

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### ● What resources are available for individuals reporting?

- Counseling and Psychological Services ([CAPS](#)) provides counseling services to UCSD students.
- Faculty and Staff Assistance Program ([FSAP](#)) serves faculty staff and other UCSD community members.
- Campus Advocacy, Resources, and Education at the Sexual Assault Resource Center ([CARE at SARC](#)) is the UCSD confidential advocacy and education office for sexual violence and gender-based violence.
- UCSD [Office of the Ombuds](#) provides confidential, neutral and informal dispute resolution services.
- The SIO department ombuds are available to provide *general* advice and guidance to help students succeed in their graduate programs, but are not necessarily confidential aside from a spoken agreement with students.
- Center for Community Solutions ([CCS](#)) is an off-campus rape crisis center in San Diego.
- [Link](#) - A full list of contacts and resources are listed here.
- **Research Ethics: things like being excluded from a paper, making up data, etc.**

### ● What resources are available to groups raising issues or proposing changes?

- [SIO Leadership Chart](#) and [Leadership Profiles](#) with contact information
- Other SIO department [contact information](#)
- The [Scripps EDI Team](#) may be contacted for issues related to diversity, equity, and inclusion.
- SIO leadership holds all-hands meetings approximately once a month where questions and concerns can be brought to their attention.
- Individuals or groups can meet with the UCSD Office of the Ombuds.
  - Examples of issues brought to the Ombuds Office listed on their website:
    - Departmental concerns
    - Discrimination, harassment, and bias
    - Retaliation
    - University policies and procedures
- [Campus climate surveys](#) are conducted by UCSD periodically.



## Unlearning Racism in Geoscience

- Here is an example of a recent [open letter on anti-racism](#), written by anonymous members of the community and addressed to SIO leadership, that advocates for systemic changes at the institutional level. We saw that a petition like this has the potential to be received and addressed by leadership.
  - However, there is not necessarily a formal mechanism for ensuring a leadership response to group grievances such as this.

- **What policy changes would you propose?**
  - We propose SIO ombuds have equal training and confidentiality agreements to UCSD ombuds, or that this position be re-named to reflect its different role. The SIO ombuds lack of training may not be clear enough to those approaching the ombuds with concerns.
  - We propose that SIO forms a Student Success Committee. This committee would take a proactive approach to potential complaints by regularly checking-in with students who may be vulnerable to abusive relationships (e.g., advisors who are known “bad apples,” etc.). There would also be regular check-ins with faculty to provide support and guidance on how to best support their students.
  - We propose that annual reports of harassment, bias, etc. be more easily accessible and include comparative figures and statistics, as well as anonymous examples, to show improvements or lack thereof.
  - In order to make the current reporting process less intimidating, we recommend increasing transparency by requiring all UCSD students, faculty, and staff to take a short annual training on how to report complaints and what happens with that information. This would be in addition to, or concurrent with, the required Sexual Harassment Training.
  - Forms for reporting on environments (classes, informal events in departments (coffee-time, tea-time)), the leader of the event/group is informed and asked how they will address the issue.

[https://urgeoscience.org/wp-content/uploads/sites/33/2021/01/Creating-a-World-for-Me\\_Students-of-Color-Navigating-STEM-Identity.pdf](https://urgeoscience.org/wp-content/uploads/sites/33/2021/01/Creating-a-World-for-Me_Students-of-Color-Navigating-STEM-Identity.pdf)