

Bias Incident Reporting Procedures
Masters in Applied Child and Adolescent Psychology:
Prevention and Treatment Program (PSYCAP)
(Updated 2022.05.04)

The Psychology Department's Masters in Child and Adolescent Prevention and Treatment Program is committed to actively promoting diversity, equity, and inclusion in all arenas of the program and strives to become a more active anti-racist community. When we fall short of this aspiration, we share a responsibility to bring bias incidents to the program leadership so that we can identify patterns, learn from mistakes, enact change, and increase equal opportunities for all members of the department.

A bias incident is any discrimination or harassment against a member of the university community based on perception of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability or veteran status. Something does not necessarily need to rise to the level of a hate crime (malicious harassment as defined in RCW 9A.36.080) to constitute a bias incident. Reports of a bias incident can be made about program leadership, faculty and/or students.

Reporting bias is a courageous act, and it involves the reliving of difficult experiences. The PSYCAP program appreciates the brave actions of individuals who bring these incidents to light. The program commits to supporting and listening to individuals who report bias incidents (from here on, referred to simply as "reporters") to understand and remedy bias incidents to create an environment where we better live up to our ideals of inclusion, fairness, justice, and accountability. We will make every effort to provide support to all those reporting bias incidents. Retaliation is unacceptable and unlawful and reporters will be protected to avoid retaliation.

Resolutions will vary as a function of incidents and history of reports, and can include individual and group-based trainings, behavior change plans, formal apologies, restorative justice approaches, informal mediation, community healing events, as well as referrals of the incident to appropriate institutional committees, such as UCIRO (see description below), Title IX Office (see description below), Community Standards and Student Conduct, and faculty adjudication proceedings (see Chapter 28 of the faculty code). Annually, the Program Director will disseminate a report on the aggregate nature of biased complaints that were reported, as well as the resolutions. These reports, which will anonymize and minimize the identifiability of individuals involved, will be posted on the program's web pages.

Bias incidents can be reported in many ways, and these various approaches are described below. More than one reporting strategy can be used, and the choice depends upon your goals.

Individuals may bring biased incidents that they personally experienced, witnessed involving others, or were reported to them by others. Reports of bias can be brought to:

Ways to Report Bias Incidents and Adverse Events	
TOOL	DESCRIPTION
Program Anonymous Comment Box	This box (linked here) is checked by the Program Specialist weekly. It is set up with the lowest level of security (Anyone accessing the link can enter a comment) and does not collect names or UWNetsIDs. Note: although names of reporters will not be revealed, depending on the nature and circumstances of the complaint, it might be difficult to maintain the anonymity of the reporter given the size and composition of the class.
Reporting to a Trusted Faculty Member in the UW Master's Program or DEI Committee Member	A student can approach a trusted faculty member or DEI Committee member to communicate concerns or initiate a bias incident report. A student can also ask another student to bring the report to a trusted faculty member or DEI Committee member. The student can convey to the faculty/DEI member their preference for: 1) maintaining anonymity, 2) whether they want their communication should be escalated, 3) if escalated, <u>who escalates</u> (student or faculty member), <u>to whom</u> (Comment Box, Faculty Leadership, DEI Committee), <u>what information to include</u> , and 4) <u>preferred method for feedback</u> and updating on response. The faculty/DEI member should also facilitate support for the student at this time.
UW Psychology Department Diversity Advocacy Team	A member of Psychology's Diversity Advocacy Team will collaborate with the student, or work on their behalf, to communicate the biased incident to program Faculty Leadership or the DEI Committee. Reporters can direct reports to a specific member of the team with whom they might feel most comfortable. https://psych.uw.edu/diversity/advocacy-team
A Faculty Member or Clinical Supervisor Outside of the Master's Program	Individuals are welcome to choose a trusted faculty member or clinical practicum supervisor outside of the UW Masters program to speak with about bias incidents and request that they discuss the incident with a member of the DEI committee.

<p>UW Climate Resources (these are non-legally focused independent/external offices that aim to resolve conflict and bias)</p>	<p>UW Bias Incident Advisory Committee https://www.washington.edu/bias/ The website states: "For the purposes of the Bias Incident Advisory Committee, a bias incident is any discrimination or harassment against a member of the university community based on perception of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability or veteran status. Something does not necessarily need to rise to the level of a hate crime (malicious harassment as defined in RCW 9A.36.080) to constitute a bias incident." Bias Incidents can be reported to the committee with the Bias Reporting Tool. https://report.bias.washington.edu/submit</p> <p>UW Office of the Ombud https://www.washington.edu/ombud/ According to the website: "<i>Our mission is to provide high quality, client-focused services for preventing, managing, and resolving conflict at this university. Through active participation in the problem-solving process, clients develop the ability to prevent, manage, and resolve future conflict. We serve the entire University of Washington community by providing a collaborative and confidential environment to discuss your situation, consider options, and develop a plan for the future.</i>"</p>
<p>UW Compliance Structures (these are UW offices independent of our program that determine whether legal civil rights were violated)</p>	<p>University Complaint Investigation and Resolution Office (UCIRO) https://www.washington.edu/compliance/uciro/ UCIRO investigates complaints that a University employee has violated the University's non-discrimination and/or non-retaliation policies. A UCIRO investigation may be requested either by an individual with a complaint about a University employee or by the administrative head of a University organization. UCIRO investigates complaints about incidents that occurred only in the last 365 days.</p> <p>UW Title IX Office https://www.washington.edu/titleix/ For complaints that a University student has violated the sexual misconduct provisions of the Student Conduct Code. Title IX, Washington State law, and University of Washington policy prohibit discrimination based on sex, sexual orientation, gender, gender expression, pregnant or parenting status, and LGBTQ (lesbian, gay, bisexual, transgender, queer) identity.</p>

Procedures for Specific Reporting Options

Anonymous Comment Box

[The Anonymous Comment Box](#) is checked by the Program Specialist weekly. It is set up with the lowest level of security (Anyone accessing the link can enter a comment) and does not collect names or UWNetsIDs.

Note: although names of reporters will not be revealed, depending on the nature and circumstances of the complaint, it might be difficult to maintain the anonymity of the reporter given the size and composition of the class.

TIMEFRAME	TARGET DATE	ACTUAL DATE	ACTION STEP
			Incident is Reported , with notated preference for communication directed to Faculty Leadership or DEI Committee
Within 1 week from initial reporting			Incident is Read, Documented into Bias Incident Record, and Reported to Leadership or DEI Committee
Within 3 weeks from initial reporting			DEI Committee or Leadership Meets to discuss incident and initiate creation of actionable steps to address reported incident
Within 4 weeks from initial reporting			<p>Communication to faculty and student body of receipt of an incident report and Proposed Steps/Timeline</p> <ul style="list-style-type: none"> ● Communication can come in the form of the weekly email updates, a standalone email, or during a Town Hall meeting ● The report or summary of incidents will be communicated in general terms to protect identities, but provides transparency about receipt of incident reports and commitment to engage in actionable steps to address report

<p>Within 8 weeks from initial reporting</p>			<p>Follow Up Communication to faculty and student body of Steps Taken to Resolve Incident</p> <ul style="list-style-type: none"> ● Communication can come in the form of the weekly email updates, a standalone email, during Town Hall meeting ● This can be communicated in general terms, but provides transparency about actionable steps that were taken to address report <p>Resolutions will vary as a function of incidents and history of reports, and can include individual and group-based trainings, behavior change plans, formal apologies, restorative justice approaches, informal mediation, community healing events, as well as referrals of the incident to appropriate institutional committees, such as UCIRO, Title IX Office, Community Standards and Student Conduct, and faculty adjudication proceedings (see Chapter 28 of the faculty code).</p>
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Reporting to a Trusted Faculty Member, DEI Committee Member or other Faculty Member/Clinical Supervisor Outside of the Department

At the time of the Initial Report	<p>NOTE: Reporting to clinical supervisors or outside faculty members will limit the program’s ability to ensure the following procedures/timeframe listed below are followed.</p> <p>Upon receiving a report, the immediate goal is to provide a safe, validating and supportive environment for the reporter, both during the reporting process and in other ongoing interactions the reporter has in the biased context (e.g., current classes).</p> <p>At the time of the initial report, the student can convey to the faculty/DEI member/supervisor their preference for: 1) maintaining anonymity, 2) whether they want their communication should be escalated, 3) if escalated, <u>who escalates</u> (student or faculty member), <u>to whom</u> (Comment Box, Faculty Leadership, DEI Committee), <u>what information to include</u>, and 4) <u>preferred method for feedback</u> and updating on response. The faculty/DEI member should also facilitate support for the student at this time.</p>		
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TIMEFRAME	TARGET DATE	ACTUAL DATE	ACTION STEP
If disclosure stays between student and faculty/DEI member			

By One Month from initial reporting (continue monthly as needed)			Faculty/DEI member initiates a follow-up meeting to check on student, continue debriefing, provide supports, and evaluate student interest in maintaining closed communication vs. elevating concerns.
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If disclosure elevated to Leadership or DEI Committee

Within 1 week from initial reporting			Incident is Reported by student, faculty, or DEI member to Leadership or DEI Committee and is Documented into Bias Incident Record
Within 3 weeks from initial reporting			<p>DEI Committee or Leadership Meets to discuss incident and initiate creation of actionable steps to address reported incident</p> <ul style="list-style-type: none"> • If requested, student is informed of meeting date

<p>Within 4 weeks from initial reporting</p>			<p>Communication to faculty and student body of receipt of an incident report and Proposed Steps/Timeline</p> <ul style="list-style-type: none"> • Communication can come in the form of the weekly email updates, a standalone email, or during a Town Hall meeting • The report or summary of incidents will be communicated in general terms to protect identities, but provides transparency about receipt of incident reports and commitment to engage in actionable steps to address report
<p>Within 8 weeks from initial reporting</p>			<p>Follow Up Communication to the student individually and/or faculty and student body of Steps Taken to Resolve Incident</p> <ul style="list-style-type: none"> • Communication can come in the form of an individual meeting (if student requests/prefers), the weekly email updates, a standalone email, during Town Hall meeting • For large group communications, this can be communicated in general terms, but provides transparency about actionable steps that were taken to address the report <p>Resolutions will vary as a function of incidents and history of reports, and can include individual and group-based trainings, behavior change plans, formal apologies, restorative justice approaches, informal mediation, community healing events, as well as referrals of the incident to appropriate institutional committees, such as UCIRO, Title IX Office, Community Standards and Student Conduct, and faculty adjudication proceedings (see Chapter 28 of the faculty code).</p>

UW Psychology Department Diversity Advocacy Team

<https://psych.uw.edu/diversity/advocacy-team>

The Psychology Diversity Advocacy Team is composed of faculty, staff, and students who are trained in bias reporting resources, and who are committed to increasing diversity, equity, and inclusion in the Department of Psychology. The Chair of the Department of Psychology has agreed to extend the services of the Diversity Advocacy Team to students in the UW Masters in Applied Child and Adolescent Psychology program.

At the time of the Initial Report	<p>Upon receiving a report, the immediate goal is to provide a safe, validating and supportive environment for the reporter, both during the reporting process and in other ongoing interactions the reporter has in the biased context (e.g., current classes).</p> <p>When a report is received, at least one member of the Psychology Diversity Advocacy Team will meet with the reporter to solicit information about the incident and the desired resolution. They also will ask reporters whether they would prefer to remain anonymous when the report is brought to the DEI Committee/Faculty Leadership team. Note: although names of reporters will not be revealed, depending on the nature and circumstances of the complaint, it might be difficult to maintain the anonymity of the reporter given the size and composition of the class.</p>
What happens next?	<p>When the reporter is not anonymous, a member from the DEI Committee or Faculty Leadership team will speak with the reporter to ask whether they would prefer to remain anonymous or known during the resolution process. Note: although names of reporters will not be revealed, depending on the nature and circumstances of the complaint, it might be difficult to maintain the anonymity of the reporter given the size and composition of the class.</p> <p>The member of the Psychology Diversity Advocacy Team will communicate with the individual whose behavior was reported, and seek a resolution for the individual and broader program where appropriate. The individual making a bias report will be kept informed of the timing and outcome of the resolution process and will be made aware of university resources.</p> <p>Resolutions will vary as a function of incidents and history of reports, and can include individual and group-based trainings, behavior change plans, formal apologies, restorative justice approaches, informal mediation, community healing events, as well as referrals of the incident to appropriate institutional committees, such as UCIRO, Title IX Office, Community Standards and Student Conduct, and faculty adjudication proceedings (see Chapter 28 of the faculty code).</p>