



MINNESOTA STATE

{SAMPLE FOR CAMPUSE USE}

[Insert College/University Name] Bias Related Incident Advisory Team

Background

The [College/University] community aspires to create an environment that is inclusive and safe for all members of the community. Our campus will always be places of hope and opportunity where all students – no matter who they are or what community they come from – can feel welcome, feel safe to learn, and feel free to express their hopes, their dreams, and their ideas. Bias incidents undermine our campus' efforts toward equity and inclusion. They limit our community's ability to excel in our teaching and learning, and our service to our communities and state. They also impede free and open discourse and our ability to know and learn from one another. Biased and hateful expression causes harm and fractures in our communities that must be addressed.

What is a bias incident? A bias incident is an act of bigotry, harassment, or intimidation that is motivated in whole or in part by bias based on an individual's or group's actual or perceived race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Bias often stems from fear, misunderstanding, hatred, and stereotypes and may be intentional or unintentional.

[College/University] has policies, procedures and protocols in place to respond to different kinds of incidents, enabling it to attend to the health and safety of members of the campus community, manage individual complaints or grievances, and adjudicate possible violations of college policies or local, state or federal laws. Examples of such policies, procedures, and protocols include but are not limited to:

Minnesota State policy 1B.1, 1B.3, 1C, the Student Conduct Code, employment agreements, faculty contracts, as well as local, state or federal civil rights laws and regulations.

Office of Equity and Inclusion

Minnesota State

Minnesota State is an affirmative action, equal opportunity employer and educator

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This communication is a resource to guide affected individuals into these established policies, procedures, and protocols and to take a timely and comprehensive approach to addressing bias incidents, and to aid in communication with the extended community about incident-related concerns.

[College/University] is committed to protecting the free expression and academic freedom rights of all [college/university] community members. The Bias Incident Advisory team does not have a role in determining whether campus policy has been violated and/or imposing disciplinary action.

Bias Incident Advisory Team

The Bias Incident Advisory Team may be comprised of [membership will vary by campus -- to be determined by the president. Campuses could also choose to utilize an existing team such as a BIT team]:

- Campus Diversity Officer
- Vice President for Student Affairs
- Dean of Student and Academic Support Services
- Director, Residential and Dining Services
- Academic Dean (Provost will refer to the appropriate dean)
- Faculty Committee Member/ Committee appointee
- Campus Security Officer
- Senior Student Conduct Officer
- Director of Marketing and Communications
- Civil Rights Officer
- Title IX Coordinator
- Director of Access/Disability Services
- Director of Student Activities
- Two students appointed by student associations

The Campus Diversity Officer may invite additional faculty and staff to serve as consultants to the team if they possess expertise that could add to the analyses in a special case.

Reporting of Bias Incidents

Students, faculty, staff, administrators, visitors, community members, vendors, and contractors, and/or any other member of the campus community who experience or become aware of a possible bias incident may report the incident to any member of the Bias Incident Advisory Team.

The Bias Incident Advisory Team may respond to reported incidents in ways that include:

- Identifying the needs of the affected individuals, as well as those of the larger learning community.
- Referring affected individuals to other appropriate campus offices such as the 1B1 officer, the Title IX officer, student conduct, counseling, campus security, [detail any other offices as appropriate to the campus], etc.
- Providing support, resources, and consultation to those harmed by the incident.
- Considering whether the incident has potential free speech or academic freedom implications.
- Referring the matter to law enforcement if circumstances warrant.
- Updating the campus community as appropriate.
- Organizing and holding open forums for affected individuals as well as the larger community to gather suggestions, to reaffirm campus values and standards and to educate.
- Recommending incident related topic program areas for additional trainings for students, staff and faculty.

All efforts should be made to identify and provide opportunities for the community that will enhance and encourage inter-group dialogue that focuses on relevant issues of bias and discrimination, and effective strategies for enhancing individual and community safety and well-being and reinforcing community values.



Concern or Allegation	Where to get support for this ...	How to make a report for this ...	Related policies (college, university, or system)
Immediate emergency	In an emergency, call 911.		
Mental health			
Immigration and refugee status			
Discrimination based on protected class			Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment
Harassment based on protected class			Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment
Sexual assault			Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure
Student code of conduct violations (including bullying, hate crimes, and physical violence)			Board Policy 3.6 Student Conduct System Procedure 3.6.1 Student Conduct
Other complaints and grievances			Board Policy 3.8 Student Complaints and Grievances System Procedure 3.8.1 Student Complaints and Grievances