

Fourth Draft: BRIT Procedure and Discussion

- All bias-related complaints should go to the BRIT Chair and a *limited* number of people (V.P. of Human resources, V.P. of Student Development, Associate Provost for Faculty and Administrative Affairs);
- The BRIT Chair will inform the President's Office of bias-related complaints on a need-to-know basis;
- Based on the *University membership status or affiliation of the accused* in a bias-related complaint, the BRIT Chair *will contact* the appropriate Vice President (V.P.);
- The appropriate V.P./Associate Provost will either look into the matter or designate someone to do so. S/He will contact the complainant and the accused *within three to five* working days (from receipt of the complaint);
- The appropriate V.P./Associate Provost or designee will consult with the BRIT Chair (representing the BRIT committee*) on whether a complaint is *actionable* as a bias-related case;
- For each *actionable* complaint, the appropriate V.P. appoints a person to head and/or conduct the investigation;
- Both the appropriate V.P./ Associate Provost or designee and the BRIT Chair should be informed of the investigatory findings, and work together to:
 - Establish a realistic but effective *time line* for each stage of the review;
 - Discuss how potential disagreements or concerns will be handled;
 - Discuss method(s) of resolution;
 - Discuss and agree on the office(s)/person(s) who will handle the follow-up steps (including training and educational programming[†]);
- The appropriate V.P./Associate Provost should inform the complainant that the matter of concern was duly investigated, and appropriate action(s) have been or will be taken within a specified and reasonable time period (for example, in one week); and
- The appropriate V.P./Associate Provost or designee should send all relevant information to the BRIT Chair so that he can send a case summary to the office charged with formal documentation (currently in the Office of the Provost).

* Upon receipt of a bias-related complaint that seeks an independent review process, the Chair may seek the assistance of the BRIT Transition Team to establish the next steps.

† A V.P. or Associate Provost or his/her designee may also request BRIT Transition Team member(s) to lead or participate in any training and/or educational programming activities.

The current BRIT Transition Team includes Professors Paul Becker and Ronald Katsuyama, Lieutenant Joseph Cairo, Lisa Rismiller, and Celine O'Neill.

Note: Consultation with BRIT is advised at all stages of a review process.