Dear Members of the Campus Community,

As we begin our work in earnest, we write to share our actions thus far.

**Immediate changes to bias incident report procedures**

One of the charges to the Interim Deans of Institutional Equity and Inclusion is to improve the College’s protocol for handling bias incidents. Given the importance of these issues we have, in consultation with the Offices of Student Life, Human Resources and Dean of Faculty, made the following changes that are effective immediately.

- The Interim Deans will immediately receive all bias reports and be responsible for the initial follow-up for bias incidents reported by faculty, students and staff.
- Faculty, students and staff may report bias incidents using the bias incident form on CamelWeb. Individuals may also directly contact the Interim Deans or Campus Safety.
- When a student files a bias incident report on CamelWeb, the Interim Deans and the Office of Student Life will receive notification of the report. When Campus Safety is the first point of contact, they will contact the Interim Deans as well as the Office of Student Life. When cases involve violations of the Honor Code or the Student Code of Conduct, the Office of Student Life will facilitate the adjudication process. The Student Handbook will be updated on CamelWeb tomorrow.
- In cases involving staff, the Interim Deans will collaborate with Office of Human Resources to address concerns. In faculty cases, the Interim Deans will work closely with the Office of the Dean of the Faculty.

**The formation of a bias protocol task force**

We are in the process of forming a task force that will review and revise the policies and procedures for handling bias incidents among students. Policies and procedures for incidents involving staff and faculty will also be created. We are working with the Faculty Steering and Conference Committee (FSCC), Student Government Association (SGA) and Staff Council to identify faculty, student and staff names for the task force. The full committee will be announced when it is complete. The task force will begin work immediately.

**Work with ongoing bias incidents**

We are working with Information Services to make the bias incident log easier to find on CamelWeb. This should be completed in the next several days. We are also investigating other bias issues that have come forward since we were appointed last Friday.

Many thanks to all the members of the community who have partnered with us to take prompt action on these important steps.

Sincerely,

Sandy Grande, Sunil Bhatia, and David Canton
Interim Deans of Institutional Equity and Inclusion