

# BIAS ACTIVITY RESPONSE PROTOCOL





Every effort will be made to evaluate reports promptly. However, the timing and manner in which Mercyhurst addresses reports of bias activity will depend upon the information provided and whether the complainant chooses to remain anonymous.

## How do I initiate a report of bias activity?

*In case of an immediate threat or emergency, call Police & Safety at 814-824-3911, or dial 911 for local law enforcement.*

**Option 1:** Contact Dr. Greg Baker, vice president for Mission, who will assist you in pursuing the best options for you to bring forth your complaint. This is the recommended option that will give you and the university the best opportunities for productively handling your report.

Greg Baker, D.Min.

Vice President for Mission

**814-824-2301, [gbaker@mercyhurst.edu](mailto:gbaker@mercyhurst.edu)**

**Option 2:** Fill out this [Bias Activity Reporting Form](#) (with an option for anonymity). Please know that the university's options for potential investigation, follow-up, or support will be significantly limited if you choose the anonymous option on this form.

Privacy will be respected throughout the process regardless of which option is chosen.

## Who sees and reviews this initial report?

The Initial Assessment Team will review and assess the best initial response and follow-up for reports of bias activity.

Members include:

- Vice President for Mission Greg Baker (**814-824-2301, [gbaker@mercyhurst.edu](mailto:gbaker@mercyhurst.edu)**).
- Assistant Vice President of Human Resources & Legal Affairs Corry Miller (**814-824-3365, [cmiller234@mercyhurst.edu](mailto:cmiller234@mercyhurst.edu)**).
- Director of Residence Life and Student Conduct Sidney Rice (**814-824-3378, [srice@mercyhurst.edu](mailto:srice@mercyhurst.edu)**).
- When applicable, an appropriate area supervisor, dean, or department chair.

## What does the Bias Response Team do?

When deemed appropriate, bias reports will be passed along to the Bias Activity Response Team, led by the Multicultural and Inclusion Coordinator, which is made up of people in addition to the Initial Assessment Team. This team is comprised of members from various student support offices, and is charged with reviewing all reports of bias activity to:

- Determine whether any immediate steps need to be taken to ensure campus safety and/or reduce the potential for further contact.
- Assess the need for a community notification about an incident or pattern of incidents.
- Recommend university-wide responses to university leadership for cases that are deemed to be very public or widespread in nature.
- Connect individuals with support services on and off campus, including but not limited to the Counseling Center, university health services, and Campus Ministry.
- Refer reports for appropriate resolution processes as necessary.
- Offer educational and other informal, non-punitive resolution for individuals and communities to address harm.
- Provide information to individuals who may have been harmed about outcomes, as appropriate.
- Gather data regarding bias activity, harassment, and discrimination reports received to make data-driven policy recommendations and provide periodic reports to university leadership.

The Bias Response Team may play some tangential role in disciplinary process in that it refers to the appropriate procedures and may screen some reports to determine whether it might raise a policy violation concern.



