Submission to Bias Incident Report Form

Affected individual is contacted within 72 hours BIRT Team Coordinator

- Refer to Title IX Coordinator/Sexual Misconduct Policy depending on nature of concern
- Refer to Dean of Students if the concern is outside BIRT purview
- BIRT Team

BIRT team consults, assesses incident, provides support to affected individual(s), and determines action steps.

- Refer to Human Resources or Dean of Faculty if the incident involves staff or faculty
- Mediation between individuals or groups
- Campus education or dialogue
- Refer individual(s) to support resources
- Referral to Student Conduct

A summary of all reports and BIRT activity will be saved and compiled in an annual report.