From: Jose Wudka, Chair
To: Kim Wilcox, Chancellor
Re: Senate Task Force on Climate, Equity and Discrimination

Dear Kim,

Last year the Senate convened a task force to study UCR’s preparedness for dealing efficiently with equity, discrimination, harassment, diversity and related issues. The task force has recently completed their report (attached), which was reviewed and endorsed by the Executive Council on April 27. In addition, Council extracted from the report a set of 3 main recommendations that we believe should be acted on immediately and which are presented below.

The Senate looks forward to actively participating in the process for improving UCR’s structure when addressing these important areas.

Recommendations:

1. **Campus Climate Equity Officer**

   The campus should appoint a Campus Climate Equity Officer (CCEO) who should be ultimately responsible for ensuring that all claims related to equity, discrimination, harassment and related areas are appropriately and promptly addressed. (S)he should also participate actively in creating and updating campus policy in equity, discrimination, harassment and related areas, and initiate and support educational efforts for faculty (new and existing) and administrators, clarifying the resources available to the campus community for addressing these types of issues. Once made appointment should be publicized together with the responsibilities of the office; the names and reporting responsibilities of all other officers involved in issues of equity, discrimination, harassment and related areas should be made public as well.

   The CCEO' responsibilities should also include presenting a yearly report to the campus on the number, types and status (including all details allowed by law) of complaints received by all offices and officers on campus responsible for dealing with these issues. These statistics should be posted. The Chancellor should ensure that this report occurs in a timely fashion.

   If the recently created CCO position is to cover the duties of the CCEO an explanation should be provided on how a single officer will be able to fulfill these two very demanding duties.

2. **One-Stop office and website:**

   *It is essential that the campus create a one-stop office and website.* Both venues should provide a user-friendly environment where complainants can obtain information about the existing resources for addressing their concerns and are provided guidance about the various options (including appropriate explanations, examples, reasonable expectations, etc.) as well
as a clear description of the corresponding processes and timelines. This information should also be available in a brochure, to be distributed during all pertinent meetings, and available throughout the campus. The website should include a link to the campus statistics for dealing with these issues.

The CCEO will be responsible for ensuring the information presented at this office, website and brochure is current.

3. Culture change

  ○ All campus offices and officers dealing with equity, discrimination, harassment and related areas should be solely concerned with fairly addressing any issues brought before them. The CCEO will be responsible for ensuring that no claimant will be dissuaded from pursuing a complaint, that there are no ‘catch 22’ requirements, and that no complaint will be pushed around various offices, each one claiming lack of jurisdiction.

  ○ The administration should promptly follow all review requirements of all officers involved. The Senate should be notified of such reviews and respectfully requests to participate in them.

  ○ The Administration and Senate should create a document listing the rights of complainants. This should be provided at the first face-to-face meeting and be made available at the one-stop website. These rights might include
    ▪ The right to file complaints
    ▪ The right to know current status of the process
    ▪ The right to know the outcome (within the restrictions allowed by law)
    ▪ The right to be protected from retaliation
    ▪ The right to contact resources outside the University

  ○ The Senate should clarify the types of complaints and grievances over which it has responsibilities, and provide succinct descriptions of the corresponding processes. The Senate website should provide easy access to this information.