

In order to frame the final part of the discussion of the Diversity Task Force report, please find below a series of recommendations for you consider including in the cover memo Council will add to the report. Please note that the intention is to use this list as the beginning of the discussion, it does not preclude adding other items or editing the ones included.

## Recommendations:

### *Campus Climate Equity Officer*

The campus should appoint a Campus Climate Equity Officer (CCEO). The appointment should be publicized together with the responsibilities of the office. These responsibilities should include presenting a yearly report to the campus on the number, types and status of complaints received by **all** offices and officers on campus responsible for dealing with these issues. These statistics should be posted.

In addition, the CCEO should be ultimately responsible for ensuring that all claims 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.

### *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.

### *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, and the Senate should be informed that such reviews have occurred.

- 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. It is the responsibility of the Divisional Chair to prompt the CCEO to produce his/her yearly report and the Chancellor for information about the yearly and quinquennial reviews of administrators involved in dealing with complaints related to equity, discrimination, harassment and related areas.