

**BIRT Reporting Review Process**  
**(rev. 9.14.16)**

**STEP 1: RECEIVING REPORT**

**Responsible party:** Co-Chairs

**Timing:** 24 hours

**Function:** *Reporting*

Upon reception of a BIRT report, the co-chair who has access to it first will, as soon as possible:

1. Determine if the subject matter of the report triggers any immediate call to action by the College, and if yes, then direct it immediately to the appropriate College official. If there are no immediate actions required based on the content of the report, then,

Within 24 hours:

2. Review the potential bias component of the report (with Co-Chair).
3. Make a preliminary assessment of Bias/No Bias/Inconclusive or Not Enough Information to Determine assessment.
4. Assign the report to a Case Team based on expertise, as long as there is no conflict of interest with team members.
5. Every Case Team will have a Team Lead from the permanent members of BIRT.

**STEP 2: ANALYZING AND REFERRING REPORT**

**Responsible party:** Case Team and Team Lead

**Timing:** 24 hours to contact reporter, one week to refer to appropriate body

**Function:** *Reporting, Care for reporter*

Once the report is assigned to a Case Team:

1. The Team Lead will contact the reporter within 24 hours. The Team Lead will also contact other individuals identified in the report as targets in the incident. The main purpose of this contact is to make sure the reporter and other individuals feel safe and cared for. Requests for additional information will be limited to what might help determine the right office to investigate and resolve the report. When appropriate, the Team Lead will also inform the reporter of the office assigned for the investigation and resolution of the case.
2. The Case Team will meet to establish the appropriate referral, and invite all other BIRT members who will participate based on their expertise and availability. In exceptional cases, the Case Team can call for an ad-hoc full BIRT meeting.
3. Review the Bias/No Bias/Inconclusive or Not Enough Information to Determine assessment.
4. Refer the case to the appropriate office for resolution or investigation within one week. When referring the report, the Case Team will provide:
  - a. As many details about the report as possible consistent with the confidentiality level of the report, include the Case Team assessment of Bias/No

Bias/Inconclusive or Not Enough Information to Determine assessment. **(Please remember NOT to copy reports for other offices or disclose reporter names).**

- b. An initial deadline of two weeks. This deadline can be extended if necessary.
  - c. Any initial insight or recommendations from the Case Team.
5. If the Case Team identifies a need for a BIRT campus-wide response, the Team Lead would involve the BIRT co-chairs.

### **STEP 3: RESPONSIBLE OFFICE'S RESOLUTION (This step is external to BIRT)**

**Responsible party:** It varies. In general, reports involving faculty will be assigned to academic deans.

**Timing:** Two weeks (extensible if necessary)

**Function:** *Reporting, Care for reporter, Education*

The responsible office to which the report has been referred will proceed to investigate and resolve the matter. At the resolution, the responsible office will inform the Team Lead of:

1. How the individual case was resolved (to the extent that is allowed to share).
2. Any actions resulting from the investigation (to the extent that is allowed to share).
3. Any policy or programmatic implications resulting from the investigation.
4. A recommendation on classification of the incident as Bias/No Bias/Inconclusive .

### **STEP 4: CLOSING THE LOOP**

**Responsible party:** Team Lead

**Timing:** 48 hours to inform reporter, one week for data update

**Function:** *Reporting, Care for reporter*

The Team Lead will close the report by:

1. Contacting the reporter to let them know of the resolution of the report when possible.
2. Informing the co-chairs of the resolution of the report.
3. Updating the Notes section of the BIRT report within Advocate.

### **STEP 5: MONITORING REPORTS**

**Responsible party:** Co-Chairs

**Timing:** Year-Round; Every June for Report

**Function:** *Climate sensing, Education*

1. BIRT co-chairs will update a BIRT Statistical Table (in shared drive) as reports are closed. This information will be used to update the reporting patterns on the website on a monthly basis.
2. Determine the final assessment of Bias/No Bias/Inconclusive.
3. BIRT co-chairs will continuously monitor reports and prepare an annual report including:
  - A. A summary and classification of reports for the year.
  - B. Identification of patterns and climate on campus.
  - C. If at any point a campus-wide BIRT response is necessary, the full BIRT will discuss opportunities for systemic action.

*Note: At any and all points in the process, all BIRT members are a resource for all Case Teams.*

