

# Guidelines for Addressing D.E.I. (Diversity, Equity, and Inclusion) Concerns

## Overview

- DEI concerns involve incidents and issues related to equity, inclusion and belonging. Examples include microaggressions.
- The purpose of these guidelines is to provide a coordinated and systematic response to DEI concerns that arise within School of Social Work (SSW) community.
- Our response to DEI concerns will be grounded in restorative practices and principles. Restorative practices provide opportunities for dialogue, direct or indirect, between those harmed and those who have harmed, as desired by both parties.

**NOTIFICATION**

**ASSESSMENT  
AND  
RESPONSE**

**DATA  
COLLECTION  
AND FOLLOW  
UP**

## NOTIFICATION PROCESS

### **FACULTY & STAFF**

**The FACULTY or STAFF experiencing the issue should follow this process:**

1. Speak directly with the person or persons involved. If this is not feasible, they should;
2. Notify the other person's supervisor or supervisor's superior. The supervisor can engage the SSW's Office of Human Resources or Office of Diversity, Equity and Inclusion for support in responding. If notifying the supervisor or their superior is not feasible, the person should;
3. Notify the Director of SSW's Office of Human Resources or the Assistant Dean of Diversity, Equity, and Inclusion.

### **STUDENTS IN THE CLASSROOM**

**The STUDENT experiencing the issue should follow this process:**

1. Speak directly with the other student first. If speaking to the student is not feasible, the student should speak to the professor teaching the class.
  - The professor may contact the Senior Associate Dean of Academic Affairs, AND the Associate Dean of Student Affairs if support is needed to resolve the issue.
  - The Senior Associate Dean for Academic Affairs and the Associate Dean of Student Affairs will collaborate with the Assistant Dean of Diversity, Equity and Inclusion as needed to resolve the issue. Input will be received from the professor and student.
2. If speaking to the professor teaching the class is not feasible, the student can also directly reach out to the Senior Associate Dean of Academic Affairs AND Associate Dean of Student Affairs. Again, they will engage the Assistant Dean of Diversity, Equity and Inclusion as needed.

### **STUDENTS OUTSIDE OF THE CLASSROOM**

**The STUDENT experiencing the issue should follow this process:**

1. Speak directly with the other student first. If speaking to the other student is not feasible;
2. The student should contact the Senior Associate Dean of Academic Affairs AND the Associate Dean of Student Affairs for support in resolving the issue.
  - The Senior Associate Dean for Academic Affairs and the Associate Dean of Student Affairs will collaborate with the Assistant Dean of Diversity, Equity and Inclusion as needed to resolve the issue. Input will be received from the professor and student.

## STUDENT AND FACULTY / STAFF

### The STUDENT experiencing the issue should follow this process:

1. Speak directly with the faculty or staff member. If speaking to faculty or staff member is not feasible;
2. The student should contact the Senior Associate Dean of Academic Affairs AND the Associate Dean of Student Affairs for support in resolving the issue.
  - The Senior Associate Dean for Academic Affairs, the Associate Dean of Student Affairs will collaborate with the Assistant Dean of Diversity, Equity and Inclusion and the Director of SSW's Human Resources as needed to resolve the issue. Input will be received from the professor and student

### The FACULTY or STAFF experiencing the issue should follow this process:

1. Speak directly to the student if feasible. If speaking directly to the student is not feasible;
2. The faculty or staff should contact the Senior Associate Dean of Academic Affairs AND the Associate Dean of Student Affairs for support in resolving the issue.
  - The Senior Associate Dean for Academic Affairs, the Associate Dean of Student Affairs will collaborate with the Assistant Dean of Diversity, Equity and Inclusion and the Director of SSW's Human Resources as needed to resolve the issue. Input will be received from the professor and student.

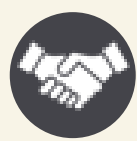
## STUDENT AND FIELD INSTRUCTOR

1. A student should first speak directly to the field instructor. If speaking directly to the field instructor is not feasible, the student should contact their field liaison about the issue.
2. The field liaison should notify the Office of Field Education and work with the office to resolve the issue.
  - The Office of Field Education will collaborate with the Assistant Dean of Diversity, Equity and Inclusion, the Assistant Dean of Student Services and the Associate Dean of Student Affairs as needed when resolving the issue. The Office of Field Education will also get input from the student and field instructor as appropriate.

## POSSIBLE RESPONSES



Hold a facilitated conversation between involved parties



External referrals to Mediation and Coaching, The Office of Accountability and Compliance, or the Office of the Ombuds



Provide training and other learning opportunities for units and individuals



Hold open forums for incidents that impact the larger community



Internal referral to Office of Student Services for 1-1 Support from Assistant Dean of Student Services



Engage leaders to change policies and protocols



Restorative Circles. Circles bring together those involved in bias related incidents to discuss impact and harm guided by a trained facilitator. Participants leave with agreed upon actions that repair harm, restore relationship, and reintegrate community.

## DATA COLLECTION AND FOLLOW UP

- When notifying the Office of Diversity, Equity and Inclusion about an incident or issue, individuals or units may do so by phone, email or via this link: [https://umaryland.az1.qualtrics.com/jfe/form/SV\\_1TcjRtSUzuGpcW2](https://umaryland.az1.qualtrics.com/jfe/form/SV_1TcjRtSUzuGpcW2)
- All information received by the Office of Diversity, Equity and Inclusion will be de-identified and kept confidential. Information will be used to track trends and determine any programmatic or policy changes needed.

## REMINDERS

- Anonymous reports will be documented, however, we may be unable to respond without having names
- These guidelines do not address Title VII or Title IX incidents. These incidents are investigated by the [Office of Accountability and Compliance](#).
- These guidelines do not replace any of the current procedures and protocols in place to resolve alleged violations of policies regarding discrimination, sexual misconduct, or violations of criminal law.

To contact any of the offices or faculty listed in this document, please click [here](#).