

# Asbury University Student Bias Incident Report Process

**Verbal Abuse, Hazing, Physical Abuse, and Bias Incidents:** As an institution committed to orthodox Christian teaching, we believe that all humans are made in God's image and, therefore, are of infinite value and equal dignity. Therefore, we respect the worth and dignity of each individual and are sensitive to the unique needs of each individual and or group identity. Verbal and physical abuse, including hazing in any form, is not acceptable. Personal and group identity bias incidents, which may include demeaning language, slurs, name-calling, offensive terminology, cultural appropriation, or subtle insults, are not part of this community or the life of a Christian. In addition, discrimination against others based on race, national origin, sex, religious beliefs, or disability is not acceptable.

Bias incidents may be reported to the Associate Vice President of Intercultural Affairs and/or Assistant Vice President of Student Life in verbal or written (email) form or through the following online report form. Bias incidents are reviewed by a trained team of faculty and staff.

*Note: If the Bias incident reveals alleged violations of other AU policies such as the Discipline policy or Sexual Harassment policy, the Report may be referred for investigation under those policies. FERPA requirements and other privacy laws may limit the amount of information we can share with you.*

**For anonymous reports:** If you want to file a report anonymously for any reason, you may ask Pastor Greg Haseloff or an AU counselor to file the report for you. Reports made to our Center for Counseling team and Pastor Haseloff are kept confidential unless there is a threat of harm to self or others, such as suicidal ideation or intention to harm someone else. Email [greg.haseloff@asbury.edu](mailto:greg.haseloff@asbury.edu) or [counseling@asbury.edu](mailto:counseling@asbury.edu) to make an appointment.

## How to Submit a Bias Incident Report

- a) Report verbally or in written form (email or letter) to the AVP of Intercultural Affairs or the AVP of Student Life or other Student life staff member. Any Student Life staff member can move forward a complaint of a bias incident to the BIRT chair.
- b) Share the bias incident with a counselor of the Center of Counseling or University Pastor (Greg Haseloff) as an anonymous report.

OR

- c) Fill out the online form at <https://forms.office.com/r/DZTuN5JUwD>. Upon receiving the report, one of the co-chair of the Bias Incident Response Team (BIRT) will start the process.

## Preserve the Evidence

It is important to preserve evidence related to the concern. If you experience or witness a diversity-related concern, document it the best you can:

- Photograph any physical evidence such as graffiti, posters, writing, bodily injury, damaged property, or a license plate.
- If the incident is verbal, write down what was said verbatim with a date and time, and get the contact information of any possible witnesses.
- Act immediately to preserve evidence, as speed and accuracy of response are critical.

## Report Process

1. Once submitted, the complainant's report is routed for review to the BIRT co-chair. BIRT is chaired by the Assistant Vice President of Student Life. The BIRT includes:

**Joe Bruner**, Assistant Vice President, Student Life

**Dr. Esther Jadhav**, Assistant Vice President, Intercultural Affairs

**Dr. Henry Zonio**, Director, Center for Academic Excellence

If deemed necessary, the following will be included in the team:

- Associate Dean of Wholeness & Wellness, Kevin Bellew
- Resident Directors, for respective students
- Director of Strategic Communications, Abby Laub
- Appropriate RD
- Director of Human Resources, Greg McGee
- Director of Campus Safety & Security, David Hay
- Coordinator of International Student Life
- Coordinator of Intercultural Student Life
- Appropriate Area VP

2. Upon review of the incident, the following process will be followed:
  - a. The chair of the BIRT will determine who will serve as investigators for the process. The investigators may be the chair or other staff and faculty.
  - b. The investigator will contact the complainant (unless anonymous) within seven (7) business days to explain the process, gather any additional information needed, and talk about the desired outcome. The complainant may have a support person of their choice with them at any meeting.
  - c. The investigator will contact the respondent within seven (7) business days to explain the process, gather any additional information needed and talk about the

desired outcome. The respondent may have a support person of their choice with them at any meeting.

- d. If the complaint warrants an immediate disciplinary process, security or Title IX complaint, the incident will be more to be managed through those processes.
- e. If the complaint is an issue that may be resolved between the parties themselves, the chair coordinates with all involved people, including the named respondent, to achieve a mutually agreeable resolution within 30 days. Additional time may be needed if the complaint is complex, or parties are not available within the timeline.
- f. A final review of the outcome will be conducted by the BIRT chair, who will follow up with the complainant regarding the response to the complaint. FERPA requirements and other privacy laws may limit the amount of information shared with the parties involved. Responses to the complaint may include, but are not limited to, community restoration measures such as peer conversation, education, mentorship, and accountability and/or the disciplinary process such as disciplinary warning, probation, suspension, or dismissal.

## Confidential Reporting and Counseling Resources

A complainant or respondent wishing to receive confidential help and support may utilize any of the on- campus counseling resources listed below.

### Confidential On-Campus Support

#### **Center for Counseling**

(859) 858-3511, x2323  
[counseling@asbury.edu](mailto:counseling@asbury.edu)  
Mon.-Fri., 8 a.m.-5 p.m.

#### **Office of Spiritual Life**

(859) 858-3511, x2200  
[spiritual.life@asbury.edu](mailto:spiritual.life@asbury.edu)  
Mon.-Fri., 8 a.m.-5 p.m.

#### **Student Health Services**

(859) 858-3511, x2277  
[health.services@asbury.edu](mailto:health.services@asbury.edu)  
Mon.-Fri., 9 a.m.-4 p.m.