

Stand Up When it Counts! Resources for Upstanders

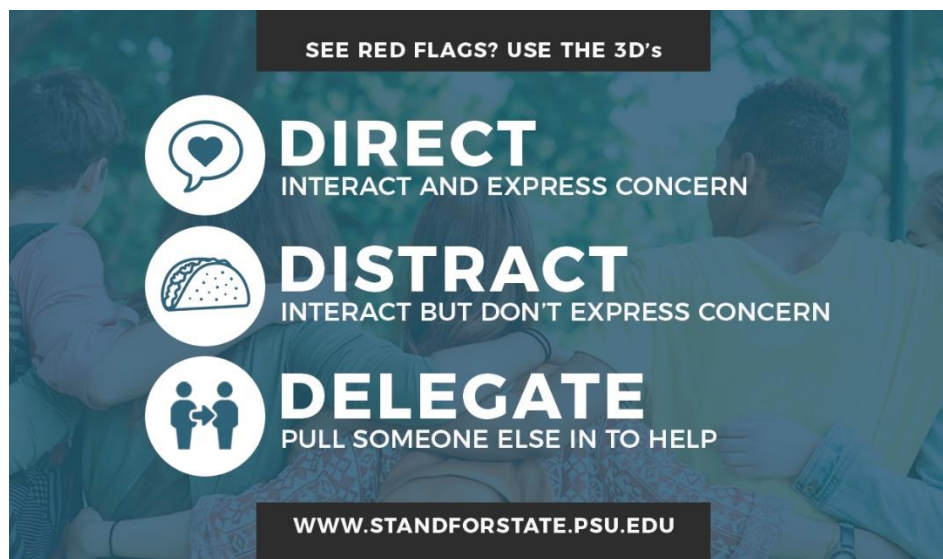
9-18-19

General Strategy...

Stand for State empowers people to step in when it counts. Our aim is to create a safer and more inclusive community for all Penn Staters. We believe everyone has a role to play and is expected to do their part.

We encourage people to step in both reactively and proactively when it's safe to do so:

- If someone ever witnesses something concerning, use the 3D's
- We also teach people how small proactive choices before harm even happens is what is needed to create a safer and more inclusive climate for all.



Department Resources:

- **Trusted peers.** Talk with others in the setting, and with your network of trusted peers who can give you an objective take on the situation, provide guidance on navigating it, or serve as an ally.
- **Peers of the person doing the exclusionary behavior.** A peer of the person may be able to discuss the impact of their behavior with them.
- **Committee Chair/program organizer.** The leader is responsible for moderating/facilitating discussion, ensuring participation, and making sure everyone is treated with respect.
- **Search Committee Chair.** The chair is responsible for communicating the rules for hiring practices at the first meeting of the group and for ensuring that inappropriate questions and comments are not part of the discussion and process. Even in “casual” discussions, all of the protocols apply.
- **Department Associate Head for Graduate Programs.** The Graduate Associate Head coordinates departmental graduate admissions and matriculation and is a point of contact for graduate student affairs within the department.
- **Supervisor.** Your first line of redress for issues. Responsible for maintaining a professional and safe work environment for you and their other subordinates. First step in addressing issues.

- Lead Staff Admin. This is the lead Staff administrator for your department/institute, typically, the Admin Support Coordinator 5 assigned. Responsible for ensuring the whole department is running smoothly and addresses a wide variety of issues and serves as a conduit to other helping agencies (HR, Dept Head/Institute Director, etc.)
- Department Head/Institute Director – Person overall responsible for the health and safety of the work environment of their unit. Last line of redress within the unit, before escalation to the Dean. Should be able to handle nearly every issue that arises within their unit, with assistance from other helping agencies.

College Resources:

- EMS Faculty Ombudsperson (Jose D. Fuentes) <https://www.ems.psu.edu/faculty-ombudsperson> email address: jdfuentes@psu.edu. The EMS Faculty Ombudsperson can assist in seeking an informal resolution of disputes among EMS faculty members and between EMS Faculty members and EMS administrators, and to advise on the most appropriate courses of action. The Ombudsperson can provide relevant information and referrals, as well as policies and institutional procedures. The Ombudsperson strives to be fair, impartial, and objective and does not advocate on behalf of any individual.
- EMS Staff Ombudspersons (Colleen Swetland, Ron Nargi) <https://www.ems.psu.edu/staff-ombudsperson> . The EMS Staff Ombudspersons serve to improve morale, intra-college relations, and issues of communication. The Staff Ombudspersons can provide information, discuss options and offer advice, and hear serious concerns which are not easily solved. The Staff Ombudspersons offer confidentiality, neutrality, and independence.
- EMS Human Resources, (John Barlett, Sara Lobb). Discuss things that are counter to Penn State's non-discrimination policy, Penn State's search process protocols, or EMS values of diversity, equity and inclusion; discuss staff-related situations that have not been resolved within the office or through the reporting chain. Note that the Human Resources personnel report to the Office of Human Resources, and not to the College, so they are a neutral and objective resource with the power to address college concerns at any level.
- EMS Associate Dean for Educational Equity (Victoria Sanchez). Guidance and advocacy for addressing things that are counter to EMS values of diversity, equity, and inclusion.
- EMS Senior Associate Dean for Graduate Education and Research (John Hellmann). ADGER can help sort out situations relating to graduate students, or research situations and can refer to the Graduate School or other offices.
- EMS Associate Dean for Undergraduate Education (Yvette Richardson). ADUE can help sort out situations relating to undergraduate education or to academic integrity.
- EMS Dean (Lee Kump). While the Dean should not be the first recourse, if a situation crosses several departments/institutes, cannot be resolved within the department/institute/office, or rises to this level, he should be made aware.

University Resources:

- Graduate School, Associate Dean for Graduate Student Affairs (Sarah Ades). The Associate Dean for Graduate Student Affairs serves as an advocate for all graduate students and helps address their issues and concerns.
- Office of Human Resources – Labor and Employee Relations (867-0041) discuss staff-related situations that have not been resolved within the office, through the reporting chain, or at the College level.

- Affirmative Action Office. 814-863-0471 (Carmen Borges) can be contacted for candid discussions on and off the record, as well as informal complaints and requests for information. Formal reporting of acts of bias or intolerance that occur at Penn State involving employees should go through the online reporting system found on AAO's website <https://affirmativeaction.psu.edu/welcome/on-line-report/>.
- Office of Sexual Misconduct Prevention and Response: (Chris Harris, Title IX Coordinator), 814-867-0099, Titleix@psu.edu. Office of Sexual Misconduct Prevention and Response ensures compliance with Title IX, a federal law that prohibits discrimination based on the sex or gender of employees and students. The University does not tolerate behaviors, including sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking, as well as retaliation for reporting any of these acts.
- Office of the Vice Provost for Educational Equity <http://equity.psu.edu/>
- University Faculty Senate <https://senate.psu.edu/>
- Report Bias Website: <http://equity.psu.edu/reportbias> This website provides a web form for reporting acts of bias or intolerance that occur at Penn State directed against Penn State student(s). Penn State User ID login is required. (If no student is involved, other groups should contact the Affirmative Action Office at 814-863-0471.)
- University Police and Public Safety: For emergencies or police assistance call 814-863-1111 or 911. University Police and Public Safety is responsible for the protection of and service to Penn State's students, faculty, staff, and visitors.

Additional Resources:

- EMS online resources:
 - Ally Resources (<https://www.ems.psu.edu/about/who-we-are/administrative-structure/office-associate-dean-educational-equity/ally-resources>)
- For information about Faculty Search procedures and protocols see Affirmative Action Office <https://www.psu.edu/dept/aaoffice/recruitresources1.htm> (includes Search Committee Briefing recordings and materials), or contact EMS HR.
- For information about Staff Search protocols and to include a diversity advocate on your search committee, contact EMS HR.
- Penn State Values <https://universityethics.psu.edu/values-culture>
 - Integrity
 - Respect
 - Responsibility
 - Discovery
 - Excellence
 - Community
 - (Diversity and inclusion are reflected under the values of Respect and Community)
- Penn State Statement on Diversity, Equity, and Inclusion <http://equity.psu.edu/psu-diversity-statement>
- Penn State Policy AD85 Sexual And/or Gender-Based Harassment and Misconduct (Including Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Related Inappropriate Conduct) (Formerly Discrimination, Harassment...) <https://policy.psu.edu/policies/ad85>
- Penn State Policy AD91 Discrimination and Harassment and Related Inappropriate Conduct <https://policy.psu.edu/policies/ad91>

- Reporting Wrongdoing: A summary of types of misconduct and how to report is available at <http://reporting.psu.edu>
- Employee Assistant Program (EAP) (866-799-2728) Health Advocate is a free and voluntary resource that has been provided for benefits-eligible employees, their spouse, dependent children, parents, and parents-in-law. Eligible family members do not have to reside with the employee in order to participate. Penn State's EAP is a free, confidential employee and family resource to be used as a first line of defense for personal or work-related concerns for yourself or your family.