

**Berkeley School of Education**  
**Reporting Guidance Document**  
Version 3.0 – June 06, 2025

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## Introduction

At the Berkeley School of Education (BSE), we are committed to cultivating a safe, respectful, and inclusive community for all students, staff, senate faculty and non-senate academics, colleagues, and community members, no matter their affiliation. We embrace the University of California (UC) Berkeley's [principles of community](#) rooted in our mission of teaching, research, and public service. They reflect our passion for critical inquiry, debate, discovery, and innovation and our deep commitment to contributing to a more just world.

- We place honesty and integrity in our teaching, learning, research, and administration at the highest level.
- We recognize the inextricable relationship between diversity and excellence in all our endeavors.
- We affirm the dignity of all individuals and groups and strive to uphold a just community where discrimination and hate are not tolerated.
- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.
- We respect the differences and search for the commonalities that bring us together and call for civility and respect in our personal interactions.
- We believe active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.
- We embrace open and equitable access to educational opportunities, learning, and development as part of our overall obligation and goal.

Every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment where these values can thrive. Safe and affirming experiences support these principles of community, and incidents of bias or other harm are antithetical to our community values of respect, inclusion, and belonging.

### **Purpose of Reporting Guidance:**

This guidance document was developed collaboratively by members of the BSE Climate Council, the BSE Equity Committee, the BSE Staff Equity Committee, and the BSE Dean's office, representing students, faculty, and staff. The purpose of this document is to affirm the BSE's collective commitment to providing a safe, respectful, and inclusive community for all BSE constituencies and to provide guidance on what to do and who to turn to if one has a concern or if one has experienced bias or harm.

In all cases, the BSE will align with and support the [University's policies regarding discrimination](#) and harm. We have provided this and links to other relevant policies in [Section Six](#) at the end of this document. Moreover, the guidance provided in this document will be implemented in a manner that recognizes the rights to freedom of speech and expression. However, freedom of speech and academic freedom are not limitless and, for example, do not protect speech or expressive conduct that violates federal and state anti-discrimination laws.

The remainder of this document is divided into six sections. The first discusses the question of when one might wish to report a concern or an incident of bias or harm. The second discusses the different roles one might take when reporting. The third section outlines how to report an incident of concern, bias, or harm if you are a student, staff member, or faculty member. The fourth section provides insight on what

will occur after a report is submitted and the fifth section offers guidance on the support available to individuals who have experienced harm or bias. The final section of this document provides links to University policies, guidelines, and [training requirements](#).

**Importantly, if you are experiencing an emergency, please call 9-1-1 or contact UCPD using the phone numbers provided below if you are on campus.**

Address: 1 Sproul Hall

(510) 642-6760 (non-emergency)

(510) 642-3333 (emergency)

## Section One: Why Report Concerns, Bias, and Harm

We have a collective responsibility to contribute toward an inclusive and welcoming environment for students, staff, faculty, administrators, and guests at the BSE. If someone violates the UC Berkeley principles of community or a University policy, particularly when motivated by bias related to one or more identities and/or protected classes, it may cause mental stress, harm, or violence that leaves the recipient(s) or observer(s) feeling unsafe, unwelcomed, and unincluded in the BSE community.

Bias incidents can take many forms including harassment, discrimination, and retaliation. Definitions of each of these harms can be found in the University [Anti-Discrimination Policy](#). Additionally, the University of California [abusive conduct policy prohibits conduct](#) that denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment, or other programs or activities of the University. This policy prohibits retaliation (e.g., threats, intimidation, reprisals, or other adverse actions) against any person who reports abusive conduct, assists someone with a report of abusive conduct, or participates, in good faith, in an investigation or other process under this policy.

Reporting bias incidents helps the BSE and University address concerns, bias-related incidents, and harm. Reporting also helps the University and the BSE collect data about experiences that contribute negatively to the University and BSE climate and helps foster a culture of accountability. Ultimately, reporting should help BSE and the University become more welcoming and inclusive organizations.

## Section Two: Your Role in Reporting Concerns, Bias, and Harm

We each play a critical role in maintaining a safe and respectful community. Any individual can report prohibited conduct, and reports can be made anonymously through the University's Office of Equity and Inclusion [support](#) portal or at the department level. Below are the University of California's definitions, as provided in the [Anti-Discrimination Policy](#), for some of the most common roles in the reporting process.

**Complainant.** The Complainant is any individual (whether a BSE student, faculty, staff, or an individual outside of our BSE community) who alleges, "in a report to the local implementation officer, to have experienced Prohibited Conduct." (p. 4)

**Respondent.** The Respondent is an individual "who is alleged to have engaged in Prohibited Conduct and/or who has been reported to have violated" UC policy. (p. 4)

**Confidential Resource:** The following employees who receive information about [prohibited conduct](#) in their confidential capacity are Confidential Resources:

- Ombuds offices;
- Licensed counselors in student counseling centers and employee assistance programs;
- Any individuals with a professional license requiring confidentiality (including health center employees but excluding campus legal counsel), or someone who is supervised by such an individual; and
- Pastoral counselors (individuals associated with a religious order or denomination who are recognized by that religious order or denomination as someone who provides confidential counseling).

**Witness.** Witnesses are individuals who may have seen the alleged conduct or have other information related to an investigation. In the event of an official investigation, the Complainant and Respondent may be encouraged to provide the investigator with names of potential witnesses who could provide additional information to the investigation.

**Mandatory Reporter.** At UC Berkeley, any UC employee who is not identified as a confidential resource is a “Responsible Employee” required to report incidents (or allegations) of sexual violence, sexual harassment or other forms of misconduct that violate university policy to the Office for the Prevention of Harassment and Discrimination (OPHD) when they learn, in the course of their employment, of an incident (see: <https://ophd.berkeley.edu/faq-page>). All employees with supervisory authority, including graduate students with teaching responsibilities, are mandatory reporters and are required to complete annual training. For more information, please review the university’s [Anti-Discrimination Policy](#).

**Report Recipient.** In the BSE, incident reports will be received by the Dean’s office. The Dean’s office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level.

### **Section Three: How Students, Staff, and Faculty Can Report an Incident of Concern, Bias, or Harm**

On our large campus, it can sometimes be confusing to know where and whom to report concerns and experiences of harm. We recommend that individuals begin by reporting concerns through official channels at the university level. Additional reporting through the department level, in this case the BSE, is available if individuals would like additional support. Developing this BSE Bias Reporting Guidance is one of the many steps the school is taking to uphold a just community in which discrimination and harm are not tolerated. This goal and effort aligns with our institutional values reflected in the [UC Core Competency ABC Model](#), [Berkeley’s Principles of Community](#), and the [Berkeley Staff Assembly’s principles](#) of diversity, equity, inclusion, belonging, justice, and anti-racism.

Below, we outline specific reporting guidance for BSE students, staff, faculty, and community members, including recommendations on who to talk to at the department level.

#### **Guidance for Students**

Several reporting and resolution options are available to students who have experienced a situation of concern, bias, or harm. These options reside within the BSE, at the campus level, and through the UC system. The [BSE Student Handbook](#) and the [Graduate Student Policy Guide](#) from UC Berkeley’s Graduate Division are comprehensive resources to consult.

#### **STEPS TO TAKE... when as a student, you experience an incident of concern, bias, or harm:**

When you have experienced an incident of concern, bias, or harm, there are options to consider. Some are within the BSE, some are campus-based, and some are offered through the UC system. It is important to choose the option that feels most comfortable to you; however, it is recommended that you address the issue first at the university level, and then at the department level if additional support or action is needed.

1. Contact the [Student Advocate's Office](#) or the [Student Ombuds](#) office. These offices can provide resources or strategies to resolve a situation.
2. Other resources for assistance are the Title IX Compliance Officer or the 504/ADA (Americans with Disabilities Act) Compliance Officer. Students who have experienced discrimination based on disability may pursue a Disabled Students' Program Complaint Resolution Process through the [Disabled Students' Program Office](#) or may file a report with the [Office for the Prevention of Harassment and Discrimination](#).
3. For grade disputes or classroom issues that you believe are related to discrimination, contact the [Student Advocate's Office](#) or [Student Ombuds Office](#). The Committee on Courses of Instruction offers an [appeals pathway](#) for all students and graduate students may go through the [Graduate Appeals Procedure](#).

Options to consider if additional support or action at the department level is needed:

1. If you are comfortable doing so, approach your advisor. Ask for a time when they can speak with you or send them an email explaining your concern.
2. If you are uncomfortable approaching your advisor, contact the Head Graduate Advisor to set an appointment.
3. If you have already approached your advisor or the Head Graduate Advisor but feel your concern was not properly addressed, please contact the Director of Student Services.
4. You may also wish to submit a written concern at the department level, using the [Bias or Harm incident report via this link](#). Bias or incident reports submitted by students will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level.
5. Your advisor, the Head Graduate Advisor, Director of Student Services, Associate Dean, Dean and other BSE faculty and staff will make every effort to respond within 2-3 business days.

### **STEPS TO TAKE... if a student is perceived to have impacted another student or a member of the staff or faculty as part of an incident of bias or harm:**

It is important to choose the option that feels most comfortable to you; however, it is recommended that you address the issue first at the university level, and then at the department level if additional support or action is needed.

1. Report the incident to campus:
  - If the student is an **undergraduate**, report to campus by visiting the [Student Conduct website](#) and filing a student conduct report.
  - If the incident involves a **graduate student**, email [gradacadconduct@berkeley.edu](mailto:gradacadconduct@berkeley.edu) for relevant forms.
2. Request a mediated discussion with the Faculty Advisor, BSE Equity Advisor, Head Graduate Advisor, or other individual in BSE leadership by contacting the Director of Student Services for assistance.
3. Request a restorative Justice Conversation facilitated by a BSE restorative justice ambassador by contacting the Director of Student Services for assistance.

4. Submit a concern at the department level using the [Bias or Harm incident report via this link](#). Please note, bias or incident reports submitted by students will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level. The BSE will make every effort to respond within 2-3 business days.
5. When a student is perceived to have engaged in prohibited conduct, they have the right to an advisor or support person. The support person can be their faculty advisor, the Head Graduate Advisor, a member of the staff, or a fellow student.

**STEPS TO TAKE... if a student experiences an incident of bias or harm while engaged off campus, while participating in a campus sponsored project or internship, etc.:**

1. Students may reach out to [Office for the Prevention of Harassment and Discrimination](#) and/or the [Whistleblower Hotline](#). Students may refer to this [one-page reporting guide for the Office for the Prevention of Harassment and Discrimination](#).
2. If you are comfortable doing so, approach your advisor. Ask for a time when they can speak with you or send them an email explaining your concern.
3. If you are uncomfortable approaching your advisor, contact the Head Graduate Advisor or Director of Student Services to set an appointment.
4. If the incident is criminal but not an emergency, the Berkeley Police Department, (510) 981-5900, or UCPD, (510) 642-6760, will be able to assist.
5. Use 911 for emergencies, regardless of location.

**Guidance for Staff**

Several reporting and resolution options are available to staff who have experienced a situation of concern, bias, or harm.

**STEPS TO TAKE... when as a staff member, you experience an incident of concern, bias, or harm:**

When you have experienced an incident of concern, bias, or harm, there are options to consider. Some are within the BSE, some are campus-based, and some are offered through the UC system. It is important to choose the option that feels most comfortable to you; however, it is recommended that you address the issue first at the university level, and then at the department level if additional support or action is needed.

1. Contact the [Staff Ombuds](#) office. This office is confidential and unbiased and can provide resources or strategies to resolve a situation.
2. Report the incident with campus:
  - a. [Report a hate-crime or hate-motivated act](#);
  - b. [Seek support for sexual violence or sexual harassment](#);
  - c. [Submit a report of harassment or discrimination](#); or
  - d. [Anonymously report violations of law or UC policy](#).

Options to consider if additional support or action at the department level is needed:

1. If you are comfortable doing so, discuss the incident with your supervisor so you can seek support together.
2. If you are uncomfortable approaching your supervisor, you may wish to connect with a BSE staff restorative justice ambassador or the BSE Chief Administrative Officer (CAO), please contact the BSE CAO to pursue either of these options.
3. You may also wish to submit a written concern at the department level, using the [Bias or Harm incident report via this link](#). Bias or incident reports submitted by staff will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level. The BSE will make every effort to respond within 2-3 business days.

**STEPS TO TAKE... if a staff member is perceived to have impacted a student or a member of the staff or faculty as part of an incident of concern, bias, or harm:**

1. When a staff member is perceived to have engaged in prohibited conduct, they have the right to an advisor or support person. The advisor or support person can be their direct supervisor, the Chief of Staff, Human Resources Manager, BSE Equity Advisor, or a colleague.
2. Request a conflict resolution conversation mediated by [Staff Ombuds Office](#).
3. Request a mediated discussion with the staff member's supervisor, BSE Equity Advisor, or other individual in BSE leadership by contacting the BSE Chief Academic Officer (CAO) for assistance.
4. Request a restorative Justice Conversation facilitated by a BSE restorative justice ambassador by contacting the BSE Chief Academic Officer (CAO) for assistance.
5. Submit a concern at the department level using the [Bias or Harm incident report via this link](#). Bias or incident reports will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level. The BSE will make every effort to respond within 2-3 business days.

### **Guidance for Faculty**

Several reporting and resolution options are available to faculty who have experienced a situation of concern, bias, or harm. These options reside within the BSE, at the campus level, and through the UC system. There are resources available for faculty when they have experienced harm including the [UC Berkeley faculty handbook](#), the [UC wide faculty handbook](#), and the [UC Berkeley Support Portal](#).

**STEPS TO TAKE... when as a faculty member, you experience an incident of concern, bias, or harm:**

When you have experienced concern, bias, or harm, there are options to consider. Some are within the BSE, some are campus-based, and some are offered through the UC system. It is important to choose the option that feels most comfortable to you; however, it is recommended that you address the issue first at the university level, and then at the department level if additional support or action is needed.

1. Contact the [Faculty Ombuds](#) office. This office is confidential and unbiased and can provide resources or strategies to resolve a situation.
2. Report the incident with campus:
  - [Report a hate-crime or hate-motivated act](#);



- [Seek support for sexual violence or sexual harassment](#);
- [Submit a report of harassment or discrimination](#); or
- [Anonymously report violations of law or UC policy](#).

Options to consider if additional support or action at the department level is needed:

1. If you are comfortable doing so, approach one or more of the following people who can support you in the process of reporting: BSE Faculty Chair, BSE Associate Dean, BSE Dean, or BSE Equity Advisor.
2. You may also wish to submit a written concern at the department level, using the [Bias or Harm incident report via this link](#). Bias or incident reports submitted by staff will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level. The BSE will make every effort to respond within 2-3 business days.

### **STEPS TO TAKE... if a faculty member is perceived to have impacted a student or a member of the staff or faculty as part of an incident of concern, bias, or harm:**

1. If you as a faculty member are accused of harming a student or another employee, you have a right to an advisor or support person. That advisor or support person can be the Associate Dean, BSE Equity Advisor, or a colleague.
2. You may also consider contacting the [Faculty Ombuds](#) or the [Restorative Justice Center](#) for support with conflict resolution.
3. You may request a restorative Justice Conversation facilitated by a BSE restorative justice ambassador by contacting the BSE Chief Academic Officer (CAO) for assistance.
6. You may wish to submit a concern at the department level using the [Bias or Harm incident report via this link](#). Bias or incident reports will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level. The BSE will make every effort to respond within 2-3 business days.

### **STEPS TO TAKE... if as a faculty member, you are asked to support a member of the BSE concerning an incident of concern, bias, or harm:**

If you as a member of the faculty are asked to support an individual who has experienced harm, you may wish to seek advice from the BSE Associate Dean and refer to guidance sections for reporting incidents involving staff, faculty, or students. Bias or incident reports submitted by staff will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level. The BSE will make every effort to respond within 2-3 business days.

### **Guidance for Community Members**

If a member of the BSE community, including visitors and guests, experiences harm or is perceived to have engaged in prohibited conduct, a report can be filed at the campus level.

For example, the University's Office of Equity and Inclusion provides a portal for [reporting](#) a variety of harm incidents, including [hate crimes and hate-motivated acts](#) on campus and violations of UC policy, and the Title IX office provides a [Sexual Violence & Sexual Harassment](#) reporting form. Additionally, the University's [Reporting Quick Guide](#) provides key information about reporting discrimination and harassment, and a new [Appendix to the existing Responsible Employee Quick Guide](#) provides guidance for faculty, managers, and supervisors relating to both the SVSH and the Anti-Discrimination policy.

You can also seek additional support or action at the department level by completing a [Bias or Harm incident report via this link](#). Bias or incident reports submitted by staff will be reviewed by the Dean's office. The Dean's office will determine the appropriate response pathway and personnel, including whether the incident needs to be reported at the university level. The BSE will make every effort to respond within 2-3 business days.

#### **Section Four: What Will Occur After Reporting an Incident of Concern, Bias, or Harm**

According to university policy, the individual or office receiving a report concerning bias or harm must forward it to the individual's supervisor (referred to as the "[responsible employee](#)"). If the responsible employee to whom a report normally would be made is the Respondent, reports may be made to another responsible employee or office. Upon receipt of a report of [prohibited conduct](#) from a responsible employee, the Dean's office or designee will attempt to contact the Complainant, if known, to inform them of their rights, options, and resources. If you have questions about whether you are a responsible employee, please consult the [UC Berkeley Anti-Discrimination Policy](#) or email [ask\\_ophd@berkeley.edu](mailto:ask_ophd@berkeley.edu).

#### **Section Five: Getting Support**

In addition to providing official avenues for reporting incidents of concern, bias, or harm, UC Berkeley provides a number of resources to support students, faculty, and staff. The new UC Berkeley [Support Portal](#) offers support resources for the most commonly asked questions at UC Berkeley. The [Support Portal](#) was designed for everyone in the UC Berkeley campus community — staff, faculty and other academic appointees, undergraduates, graduate and professional students, postdoctoral appointees, visiting scholars, visitors to campus, volunteers, and anyone else connected to UC Berkeley.

The University [Anti Discrimination Policy](#) also outlines supportive and remedial measures that may be implemented when an individual has experienced harm or bias.

#### **Section Six: Links to University of California and UC Berkeley Policy, Guidelines, and Resources**

- [UC Office of Civil Rights](#)
- UC Berkeley [Principles of Community](#)
- UC Berkeley [Support Portal](#)
- UC Berkeley [Staff Ombuds Office](#)
- Guidance for Responding to Harmful [Behavior on Zoom](#)
- Office for the Prevention of Harassment and Discrimination:

- [Policies and Procedures](#)
- [Policies and Procedures](#) for Students
- [Policies and Procedures](#) for Staff
- [Policies and Procedures](#) for Faculty
- Reporting Resources:
  - [Options](#) for reporting sexual violence and sexual harassment
  - [Sexual Violence & Sexual Harassment](#) Reporting Form
  - [San Francisco State University Bias Incident](#) resources page
- University of California & UC Berkeley Policies:
  - UC [Anti-Discrimination Policy](#)
  - UC systemwide [Sexual Violence and Sexual Harassment Policy](#)
  - [Abusive Conduct in the Workplace Policy](#)
  - [Workplace Bullying Prevention Policy](#)
  - UC Berkeley Student Code of Conduct
- [Training Requirements](#)
- Handbooks/Websites:
  - [UC Berkeley Graduate Division](#)
  - [BSE Graduate Student Handbook](#)
  - [UC Faculty Handbook](#)
  - BSE Faculty Handbook