

Northern Kentucky University  
Bias Incident Response Protocol

## **I. INTRODUCTION**

Northern Kentucky University's Bias Incident Response Protocol ("Protocol") advances NKU's commitment to create and maintain a university climate free of discrimination and to promote a learning and living environment for students that is safe, inclusive, welcoming and respectful. The Protocol provides notification to the university of bias-motivated incidents and a process to address bias-motivated incidents that impact NKU students.

## **II. PURPOSE**

The purpose of the Protocol is to ensure that NKU is an inclusive, welcoming, and safe learning and living environment for all students by:

- Providing easily accessible methods for NKU students to report bias-motivated incidents<sup>1</sup>;
- Designating a body of university stakeholders to apply the Protocol;
- Recommending and provide institutional responses that provide support, education, and resources for NKU individual students and groups of students impacted by bias-motivated incidents;
- Developing institutional responses that will comprehensively and transparently address the impact of bias incidents at the community level;
- Providing a structure and guidelines for consistently evaluating, assessing and responding to reports of bias incidents;
- Developing methods to inform the NKU community about the university's institutional response to reported bias incidents in a timely and informative manner, while remaining consistent with federal and state privacy protections.

## **III. APPLICATION**

This Protocol supplements, and does not replace, the duties of university offices or units that currently respond to reported incidents of harassment and discrimination involving members of the university community.

This Protocol does not apply to faculty and staff. Faculty or staff who believe they have either been the target of bias-motivated conduct or have witnessed a bias-motivated incident against a staff or faculty member should contact the Academic Department Chair, Office of the Dean, and/or Human Resources Department for assistance.<sup>2</sup> The Protocol does allow for faculty and staff to report a possible bias-motivated incident that they have witnessed.

## **IV. FREE SPEECH**

The Protocol does not limit First Amendment rights. Freedom of speech (also called freedom of expression) is a fundamental right guaranteed by the U.S. constitution. While individuals have a

---

<sup>1</sup> A bias-incident is an act of hostility motivated by racism, sexism, religious intolerance, or other prejudices that is intended to target and marginalize people based on their social, political, racial, gender, or religious identities.

<sup>2</sup> The Bias Incident Response Protocol, to be implemented in Spring 2019, is a pilot protocol that will be assessed after 18 months for effectiveness and for potential inclusion of faculty and staff.

right to make statements, popular or unpopular, agreeable or offensive, NKU community members share a responsibility to treat each other respectfully and civilly, including when discussing or debating controversial topics. Link to NKU Free Expression Policy <https://inside.nku.edu/content/dam/policy/docs/Policies/Free%20Expression.pdf>

## V. REPORTING AND RESPONDING TO A BIAS-MOTIVATED INCIDENT

Students who believe they have either been the target of bias-motivated conduct or have witnessed a bias-motivated incident against a fellow student should report such conduct using the online Bias-Motivated Incident Report form, located on the websites of Inclusive Excellence and Student Conduct, Rights, and Advocacy (SCRA):

([https://cm.maxient.com/reportingform.php?NorthernKentuckyUniv&layout\\_id=12](https://cm.maxient.com/reportingform.php?NorthernKentuckyUniv&layout_id=12))

The Senior Advisor for Inclusive Excellence receives online reports and conducts an assessment to make an initial determination regarding the type of conduct described. If the conduct described appears to rise to the level of discrimination or violence, including sexual misconduct, and/or a violation of the Code of Student Rights & Responsibilities, the incident will be referred to the appropriate office. The Office of Inclusive Excellence will also determine if the conduct described should be addressed by the Academic procedures, described in [Faculty Handbook](#). When appropriate, the reporter will be notified that the matter has been referred to another office.

If the reported incident is not referred to another office, the Senior Advisor may consult with the “Bias Review Team” (a sub-set of the Bias Incident Response Team). If appropriate, the Bias Review Team may identify a “support liaison” who will provide necessary support and resources. Additional interventions may include training, mediation, restorative justice, or campus-wide discussions on related concerns.

## VI. BIAS EDUCATION RESPONSE TEAM (BERT)

The purpose of the Bias Incident Response Team (BIRT) is to provide support and outreach, education, and resources to individual students and/or groups of students who have been impacted by a bias-motivated incident. The BIRT is composed of faculty members and representatives from the following offices:

- LGBTQ Programs & Services
- Disability Programs & Services
- Student Affairs/Center for Student Inclusiveness
- Office of Human Resources
- Office of Inclusive Excellence
- University Police
- Health, Counseling, and Student Wellness
- Student Conduct, Rights, and Advocacy (SCRA)
- University Housing and Dining Services (UHDS)

All interventions will respect the rights of all parties involved and will comply with appropriate university policies and procedures. Content area experts and partners will be consulted for guidance on specific issues as needed.

## VII. PROTOCOL JURISDICTION

The Protocol applies to incidents that occur at NKU on any property owned or controlled by Northern Kentucky University. The Protocol also applies at any NKU-sponsored activity and when a reported bias incident adversely affects an NKU student.

## APPENDIX A

### Key Terms

When applying the Reported Bias Incident Response Protocol, the following definitions will be applied.

#### **Bias**

A bias is a pre-formed negative opinion or attitude toward an individual or a group of individuals who possess common characteristics such as age, color, disability, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

#### **Bias Incident**

A bias incident is an act of hostility motivated by racism, sexism, religious intolerance, or other prejudices that is intended to target and marginalize people based on their social, political, racial, gender, or religious identities.

#### **Discrimination**

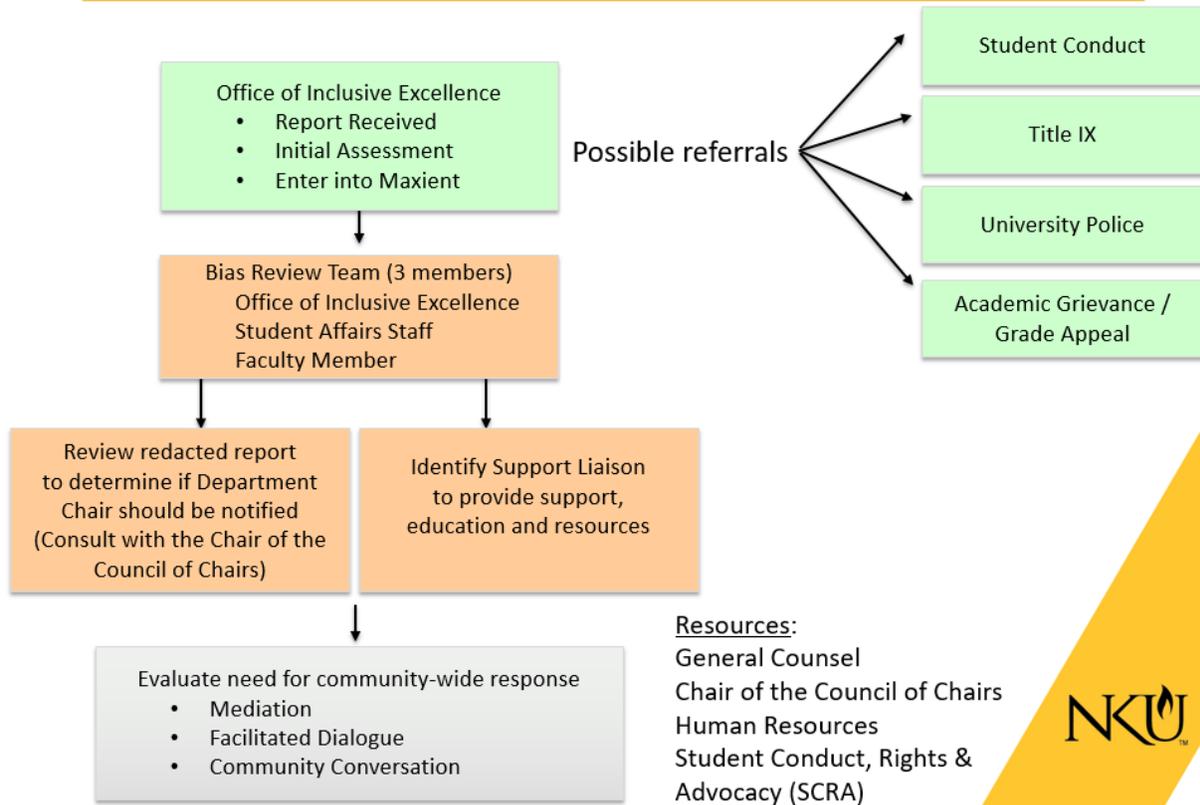
Discrimination is an act that either in form or operation, and whether intended or unintended, unreasonably differentiates among persons on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. Link to definition of discrimination in the University's Anti-Discrimination Policy.

#### **Reporter**

Individual who reports the incident – could be a victim or witness.

## APPENDIX B

### Bias Incident Response Protocol



## APPENDIX C

### Bias Incident Response Team (BIRT) Reporting Form

Please note, if this is an emergency or you believe a crime has occurred or is in progress, please contact University Police at 859-572-7777

\*\*Information submitted through this form outside normal business hours may not be reviewed until the next business day.

Thank you for taking the time to complete this report. The university is committed to fostering a safe, respectful and inclusive community that affords to dignity to all. In alignment with this commitment, NKU has created the Bias Incident Response Team (BIRT) to provide support and resources for individuals and groups who have experienced and/or witnessed bias-motivated conduct and to engage the campus community in proactive bias education and prevention training. This process is not punitive in nature but serves as a supplement to existing discrimination and harassment related procedures, processes and efforts of administrative units. These units include University Police, the Office of Student Conduct, Rights and Advocacy (SCRA), the Office of Human Resources, and the Office of Inclusive Excellence.

The information contained in this report will be shared with the appropriate university officials if subsequent monitoring, investigation or resolution of the incident is required.

#### Privacy:

Please remember that the professionals reviewing this report will keep information you submitted in confidence according to state and federal laws. You may choose to provide your identifying information or leave these fields blank to remain anonymous. However, in order to provide follow-up, support, or advocacy the Northern Kentucky University Bias Incident Response Team (NKU-BIRT) would need a way of contacting you. The NKU-BIRT will make every attempt to honor your wishes but may need to take specific actions based on the submitted information to protect the health and welfare of the University community.

#### Background Information:

Enable additional features by [logging in](#).

Your full name:

Your phone number:

Your email address:

Urgency of this report:

Date of incident (Required):

[Open Calendar](#)

Time of Incident:

Location of Incident: On campus...Off campus

Specific Location:

Involved Parties:

Alleged Offender Information (Could we provide a box to check if reporter does not know alleged offender's name)

Name of Alleged Offender

Alleged Offender Email

NKU Affiliation

Student  
Faculty  
Staff  
Other (specify)  
Victim Information (same questions as above for alleged offender, if known)

Reporter Information (leave blank if you wish to remain anonymous)  
Name  
Phone  
Reporter Email  
NKU Affiliation

Name or Organization  
NKU Classification  
Select Role  
DOB (YYYY-MM-DD)

#### Questions

Have you reported this incident to other NKU offices or individuals? If so, please list here.

#### Type of Incident

Type of Incident (check all that apply)  
Verbal Harassment  
Online Harassment  
Damage to Property  
Hate Symbol  
Physical Harassment  
Phone or Text Harassment  
Written Slur/graffiti  
Stalking  
Other (specify)

#### Perceived Bias of Incident (check all that apply) :(Required)

Age  
Ancestry  
Citizenship  
Disability  
Ethnicity  
Gender Identity  
Gender Expression  
Marital Status  
Membership and/or Political Affiliation  
National Origin  
Pregnancy  
Race  
Color  
Religion  
Sex  
Sexual Orientation  
Genetic Information  
Class/Socioeconomic Status

Veteran Status  
Other (Please specify below)

Description of Incident:

How would you like the university to respond to this incident?

Please indicate the best method of contacting you:(Required) Why required?

Email Phone

Please indicate the best time to reach you:

Daytime (8am-5pm) Evening (5pm - 9pm)

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 1GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload

Choose Files

One last step ...

Help us prevent spam reports by completing this captcha.

Email me a copy of this report

\*\*\* If you are experiencing a mental health emergency because of this incident please contact a mental health professional at 859-572-7777.