



## **Bias Incident Response Policy**

**Effective Date**

September 2, 2021

**Supersedes**

N/A

**Issuing Authority**

Diversity Council and Academic Council

**Responsible Office**

Office of Student Concerns

**Related Policies**

Community Standard: Policy Against Unlawful Discrimination; Policy Against All Forms of Unlawful or Prohibited Harassment in the Workplace; Policy Against Discrimination Based on Race, Color, or National Origin; Policy Against Retaliation

## **Bias Incident Response Policy**

### ***Fuller Commitments***

In keeping with Fuller Theological Seminary's commitment to [Race, Ethnicity, and Justice Statement](#) it is vital that we address the behaviors that are not consistent with Fuller's commitments. Harassment or other forms of bias incidents are destructive to individuals and the community: they may be considered a violation of Fuller's Community Standards or other seminary policies prohibiting harassment, discrimination, sexual misconduct, or retaliation.

### ***Definition***

Fuller defines bias incidents as any unwelcome behaviors, including speech, gestures, writings that target individuals or groups based on their actual or perceived group identities, such as race, ethnicity, gender, sexual orientation, socioeconomic background, age, disability, national origin, religion, or cultural identity. Examples may include but are not limited to, jokes, direct or indirect insults, graffiti, racial harassment either in-person or online.

The specific forms, content, intention, and impact of bias incidents vary; but all diminish the type of community to which the seminary is committed through the [Strategic Approach to Inclusive Excellence](#). Therefore, bias incidents are problematic for everyone within the Fuller community and for Fuller as a representation of the body of Christ.

The seminary reserves the right to address bias incidents that do not rise to the level of Community Standard or policy violation. In these cases, addressing such behaviors may not result in the imposition of discipline under Fuller policy, but will be addressed through respectful confrontation, remedial actions, education, and/or effective conflict resolution mechanisms.

### ***Reporting Incidents***

Fuller Theological Seminary encourages those who have experienced a bias incident to report the incident promptly and to seek all available assistance. Fuller takes complaints seriously and will work with the reporting party to ensure their safety as much as possible and to remedy the situation. The seminary will interact lawfully with the police, if applicable, in any related investigation and reserves the right to commence its internal complaint resolution procedures prior to the completion of any police investigation.

The Discrimination Officer for Students is the individual designated by the Chief Academic Officer with responsibility for providing education and training about discrimination to the seminary community and for coordinating investigations about discrimination to ensure they are fair and equitable. He/she makes sure appropriate remedies or measures are provided to impacted students and employees. In addition, he/she facilitates the writing and updating of relevant policies. The Discrimination Officer for Students is authorized to designate other appropriately trained individuals to receive and investigate reports of bias incidents as deemed appropriate at his/her discretion. A Discrimination Officer for Students has been designated to receive complaints from students or involving students. The Discrimination Officer for Employees has been designated to receive complaints from or about staff and faculty.

The contact information is as follows:

### **Title IX & Discrimination Officer for Students**

Nicole Boymook, Executive Director of the Office of Student Concerns  
Office location: Kreyssler Hall (Catalyst), 2nd Floor,  
130 N. Oakland, Pasadena, CA 91101  
Phone: 626-584-5678 Email: [nicoleboymook@fuller.edu](mailto:nicoleboymook@fuller.edu)

### **Title IX and Discrimination Officer for Employees (including Faculty)**

Bernadette J. O'Halloran, Chief of Human Resources & Organizational Development  
Office location: Stephan Hall, 114 N. Oakland, 2nd Floor,  
Pasadena, CA 91101  
Phone: 626-584-5238  
Email: [bjohalloran@fuller.edu](mailto:bjohalloran@fuller.edu)

### ***Make a Bias Incident Report***

Three Ways to File a Bias Incident Report

1. Notify the Discrimination Officer for Students, Discrimination Officer for Employees directly, or the Chief of Diversity, Equity, and Inclusion (CDEI):

Dr. Oscar Garcia-Johnson  
Phone: (626) 584- 5390  
Email:  
[ogarcia-johnson@fuller.edu](mailto:ogarcia-johnson@fuller.edu)

*\*DOS and DOE may consult with the CDEI depending on the nature of the situation*

2. File a complaint report on the Quad

(<https://quad.fuller.edu/student-concerns/complaint-resolution-process/submit/>)

3. Inform a seminary employee identified as a Responsible Employee, such as a department manager or administrator or other employees with supervisory authority, who is required to inform the Discrimination Officer for Students or Discrimination Officer for Employees.

See the Seminary's Responsible Employees & Campus Security Authorities Policy (found at <https://www.fuller.edu/about/institutional-reports-and-documents/institutional-policies-procedures-and-resources/#authorities>) for a list of responsible employees.

**Timeliness.** It is the intent of the seminary to resolve allegations of a violation(s) of the Bias Incident Response Policy in as timely a manner as possible. A complaint alleging a violation(s) should be immediately reported, as described above. Because of the difficulty of obtaining

evidence and because memory fades with the lapse of time, the seminary reserves the right not to investigate and/or implement these procedures, if a complaint is submitted more than ninety (90) calendar days after the incident or last incident that gave rise to the complaint.

*NOTE: If the complaint is about the conduct of the Discrimination Officer for Students or Employees, he/she will refer the complaint to the Office of the General Counsel, or an individual may contact the Office of the General Counsel directly, which will determine the appropriate next steps for investigation and resolution on a case by case basis.*

If you have any questions or concerns related to discrimination, please contact Dr. Nicole Boymook, Executive Director of Student Concerns, at [nicoleboymook@fuller.edu](mailto:nicoleboymook@fuller.edu).

Approved by Diversity Council May 19, 2020

Approved by Provost Council June 2, 2020