



# **BIAS INCIDENT REPORTING**

ANNUAL REPORT  
JULY 1, 2019–JUNE 30, 2020

- BIRC Mission Statement and Goals .....1
- What is Bias? .....1
- Bias and Hate Incident Reporting Process .....2
- Case Report Statistics.....3
- Summary of Case Reporting Statistics .....4
- BIR Trainings and Information Sessions .....4
- BIRC Goals .....4
- BIRC Recommendations .....5
- Committee Roster .....5
- Bias Report Form .....6

# BIAS INCIDENT REPORTING ANNUAL REPORT

Diversity, equity and inclusion are core values and priorities of the University of Washington Tacoma. As such, the Bias Incident Reporting Committee (BIRC) was established in early 2017 to respond to bias incidents, address bias at the individual, institutional and systemic levels, and support individuals and communities that are impacted by bias incidents. The bias reporting system is intended as a campus resource for reporting, documenting and educating around issues of bias. The purpose of sharing statistics of reported incidents is to increase awareness, promote transparency, identify any patterns, and provide information to the campus community. The BIRC also serves an important function in educating the campus community about bias by supporting departments across campus to build administrative capacity to address bias incidents.

**This annual report compiles statistics about incidents reported from July 1, 2019 to June 30, 2020.**

## 1. Bias Incident Reporting (BIR) Mission Statement and Goals

The Bias Incident Reporting Committee (BIRC) is committed to creating and maintaining a safe, welcoming and inclusive campus environment for UW Tacoma students, staff and faculty by:

- Supporting individuals and campus communities targeted or affected by bias incidents.
- Collecting, monitoring and tracking bias incident-reporting data and refer incidents to the appropriate disciplinary body for investigation.
- Coordinating the provision of campus support services to individuals and communities affected by bias incidents using restorative justice principles.
- Educating the campus about ways to foster a safe, welcoming and inclusive learning and working environment that embraces the rich diversity within its community.

## 2. What is Bias?

Bias Incident Reporting (BIR) is a resource for anyone who needs to report an incident of bias or wants to explore and better understand issues like bias and discrimination, and how to effectively respond.

Bias incidents are acts or behaviors motivated by the offender's bias against any combination but not limited to identities such as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, veteran status or formerly incarcerated.

While these acts do not necessarily rise to the level of a crime, a violation of state law, University policy, or the [Student Code of Conduct](#)\*, a bias act may contribute to creating an unsafe, negative, or unwelcome environment for the victim; anyone who shares the same social identity as the victim; and/or, community members of the University.

\* <https://www.tacoma.uw.edu/student-conduct>

### 3. Bias and Hate Incident Reporting Process

When a report is submitted it is initially reviewed to determine whether it fits within one of our other University processes, such as Title IX violations or Student Conduct Code violations. The report is also reviewed to determine if the incident being reported is bias related – the definition for our campus being: Bias incidents are acts or behaviors motivated by the offender’s bias against any combination but not limited to identities such as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation or veteran status.

	Review:	Response:	Close Out:
<b>UW TACOMA'S REPORTING PROCESS</b>	<b>REPORTED TO &amp; REVIEWED BY BIAS INCIDENT REPORTING COMMITTEE (BIRC)</b>	<b>ACTION</b>	<b>CLOSURE</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Acknowledge report</li> <li><input type="checkbox"/> Reach out to victim</li> <li><input type="checkbox"/> Contact resources</li> <li><input type="checkbox"/> Make referrals</li> <li><input type="checkbox"/> Counseling referral</li> <li><input type="checkbox"/> Track incidents</li> <li><input type="checkbox"/> Consult/Delegate                             <ul style="list-style-type: none"> <li>→ Title IX Office or UCIRO</li> <li>→ Student Conduct</li> <li>→ Campus Safety &amp; Security</li> <li>→ Equity &amp; Inclusion</li> <li>→ Office of the Ombud</li> <li>→ Housing &amp; Residence Life</li> <li>→ Dean, Director, Department, Head <i>(for employees)</i></li> <li>→ University Communications <i>(high level public interest)</i></li> </ul> </li> </ul>	<p><b>Individual Action</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Interview</li> <li><input type="checkbox"/> Mediate or adjudicate, hold accountable</li> <li><input type="checkbox"/> File report, criminally investigate</li> <li><input type="checkbox"/> Referral to Student Conduct</li> <li><input type="checkbox"/> Crime Alerts</li> <li><input type="checkbox"/> Contact office, Human Resources, employee action/mediation</li> <li><input type="checkbox"/> Prepare any campus or local communications</li> </ul> <p><b>Community Action</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written communication</li> <li><input type="checkbox"/> Community meetings</li> <li><input type="checkbox"/> Counseling Center</li> <li><input type="checkbox"/> Open door discussions with support by offices, CEI, other identity based leaders</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> BIRC</li> <li><input type="checkbox"/> Title IX</li> <li><input type="checkbox"/> UCIRO</li> <li><input type="checkbox"/> Case Evaluations</li> <li><input type="checkbox"/> Annual report</li> </ul>

Reports designated as bias incidents are referred out to the units on campus directly affected by the incident. Those individual units or departments can choose how to address the Bias Incident Reporting Committee’s (BIRC) recommendations, or follow their own policies for addressing such actions. When the incident rises to the level of other University wide processes, the BIRC will elevate the incident to those authorities, e.g. Title IX Investigation Office, Office for Student Conduct, etc. The BIRC tracks all reports for campus wide trends and to create trainings that can affect campus culture. An annual report is shared with the UW Tacoma community to track the progress being made on campus.

## 4. Case Report Statistics (July 1, 2019 – June 30, 2020)

### BIAS TYPE

#### REPORTER\*

Student	26
Staff	10
Faculty	8
Victim	8
Bystander	6
Other	5

#### INCIDENT LOCATION TYPE\*

Classrooms	15
Common Space	8
Office	4
Virtual Space	7
Off Campus	1
Court 17	1
Other	9

#### TARGETED IDENTITY\*

Race	18
Ethnicity	16
Gender	10
Religion	5
Sexuality	3
Class	2
Ability	4
National Origin	9
Political Affiliation	3
Age	4
Immigration Status	4
Other	10

#### INCIDENT TYPE\*

Threat	2
Harassment	13
Intimidation	13
Graffiti	6
Vandalism	3
Damage/Destruction of Property	2
Email/Online	6
Written	7
Verbal	17
Phone	1
Other	10

#### INCIDENT DATE\*

July 2019	0
August 2019	1
September 2019	1
October 2019	9
November 2019	4
December 2019	1
January 2020	1
February 2020	12
March 2020	5
April 2020	1
May 2020	4
June 2020	5

#### NOTIFICATION/RESPONSE\*

Notification Only	20
Response Requested	24

\* Please note that many of the incident include multiple people, incident types, or locations. Therefore, not all the data will add up perfectly.

## 5. Summary of Case Reporting Statistics

From July 1, 2019, to June 30, 2020, the BIRC received 58 reports of which 14 were not bias incidents. Consequently, BIRC received 44 viable reports (of 40 unique incidences). This number is higher than 2018-2019 which had 30 unique bias reports. Similar to last year, students' rate of reporting bias was the highest at 62 percent. Reports made by staff increased slightly from last year at 29% versus 25%. Faculty reports, specifically, increased eightfold.

Out of the 44 reports, nearly a third (15 or 34%) were submitted anonymously. Of the 44 reports, over half (24 or 55%), requested a response while 20 (45%) were notification only. A third of the bias incidents reported took place in a classroom setting followed by 'Other' and common space (20% and 18%). Similar to last year, incidents reported primarily revolved around faculty-to-student and student-to-student interactions.

Racial bias was the most prevalent when compared to other targeted identities (21%) followed by ethnicity (18%) then gender (11%). The most frequent incident type was verbal (20%), harassment (17%), and intimidation (15%).

## 6. BIR Trainings and Information Sessions

DATE	PRESENTATION
September 2019	Student Leader Training
November 2019	School of Social Work & Criminal Justice
November 2019	School of Education
June 2020	Council of Deans

The BIRC presented to approximately 300 students, faculty and staff of the campus community.

## 7. BIRC Goals

1. Consult and provide guidance to School and Divisional processes to address bias incidents.
2. Develop and enact anti-bias curriculum for campus workshops, retreats, and trainings.
3. Assist with professional development on how to address bias in the classroom through anti-racist practices and pedagogies.
4. Develop a diagram that illustrates the BIRC structure, membership, and campus unit delegates who serve as a resource to the BIRC.

## 8. BIRC Recommendations for UW Tacoma Administration:

1. Identify and act on overlapping themes between bias incident reports and UW Tacoma Climate Survey findings.
2. Increase School and Divisional leaders' access to tools and mechanisms that mitigate bias and foster greater accountability.
3. Strengthen support provided to faculty to proactively mitigate and respond to bias given its high prevalence in classroom settings at UW Tacoma.
4. Fully fund a full-time staff member assigned to Bias Incident Reporting Committee to provide a broader range of administrative, anti-bias training and education support to the campus community.
5. Shepherd the development of a set of principles that will serve as a guide for how members of UW Tacoma can best learn, work, and live in a community that is grounded in respect, inclusivity and social justice.

## 9. Bias Incident Reporting Committee (BIRC)



**Casey Byrne**

Director of  
Academic Personnel



**Hermenia  
Jackson**

CWTAP Field Instructor



**Jimmy McCarty**

Director for the Center  
for Equity & Inclusion



**James McShay**

Vice Chancellor for  
Equity & Inclusion



**Surtida Shelton**

Associate Director of  
Student Conduct and  
Academic Integrity



**Susan  
Wagshul-Golden**

Director of  
Campus Safety

University of Washington Tacoma  
**Bias Incident Review Committee (BIRC)**  
Campus Box 358409  
1900 Commerce Street, Tacoma, WA 98402-3100  
253-692-4776 [uwtcei@uw.edu](mailto:uwtcei@uw.edu)  
[www.tacoma.uw.edu/reportbias](http://www.tacoma.uw.edu/reportbias)



## Bias report form

Please use the incident report form below to report issues to our office. This form should not be used in situations where immediate attention is required. Do not use this form to report an immediate threat. If you require emergency assistance, call 911. For concerns or inquiries regarding Title IX related sexual misconduct or gender discrimination, please contact the office of the UW Title IX coordinator.

Every effort will be made to evaluate your report promptly, however, the timing and manner in which the University addresses the report will vary depending on the information provided and whether you wish to remain anonymous. The University cannot guarantee it will respond to all reports.

The University of Washington takes the reports made through this site seriously. Please remember that all information contained within this report may become part of the University's administrative record keeping and may be available to the students to which they pertain under The Family Educational Rights and Privacy Act (FERPA) and pursuant to WAC 478-140-018. FERPA is a Federal law that protects the privacy of student education records. More information about FERPA can be found at [www.washington.edu/students/reg/ferpa.html#Q2](http://www.washington.edu/students/reg/ferpa.html#Q2). In making your report, please be professional, accurate and factual. Recitations of observations and facts are more useful than characterizations or labels. All reports will be kept confidential to the extent possible; you also have the option to file anonymously. If you wish to be contacted, please include your name and contact information at the conclusion of this form.

### Affiliation

- Student
- Faculty
- Staff
- Visitor
- Victim
- Witness or bystander
- Other...

Check all that apply.

### Which identities were being targeted

- Ability
- Age
- Ethnicity (including language, accent, clothing)
- Formerly Incarcerated
- Gender
- Immigration status
- National Origin
- Political Affiliation
- Race
- Religion/Spirituality
- Sexual Orientation
- Social/Economic Class
- Veteran/Military
- Other...

Check all that apply

### Date of incident\*

### Location of Incident

- Classroom
- Office
- Common Space (Library, UW YMCA, Atrium, etc.)
- Court 17
- Virtual Space (Facebook, Cell Phone, etc.)
- Off Campus
- Other...

Incident Type

- Vandalism/Destruction of Property
- Threat
- Email/Online
- Graffiti
- Harassment
- Intimidation
- Verbal
- Written
- Phone
- Physical Assault
- Other...

Check all that apply.

Description of Incident\*

Please provide as much information as you can about the incident, such as names, identifying information, details of injuries, description of harassing behavior, names of witnesses, etc.)

Follow up via email

If you would like to be contacted via email for follow-up, please provide your email address.  
If you do not leave your email address, you will be not be contacted.

Follow Up

If you would like to be contacted not via email, please provide your name and contact information (phone, text, etc) and the best time to contact you.

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below.

Unlimited number of files can be uploaded to this field.

2 MB limit.

Allowed types: gif, jpg, jpeg, png, txt, rtf, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, mov, mp3, mp4, ogg, wav, zip.

no files selected