

### **Campus reporting workflows**

- To support **distressed students**, see [these guidelines](#).
- To support students in **precarious** or **emergency situations**, consult with the [Office of Campus Social Work](#).
- In addition to consulting with the Office of Campus Social Work, to request a **wellness check** on a student (who has gone missing and is unresponsive to messages), contact UCI police's non-emergency line at 949-824-5223.
- For cases involving **sexual violence and/or harassment**, UCI faculty, staff, and TAs are [responsible employees](#) who are required to report possible cases of sexual violence and/or harassment. See the bottom of this document for more information about alternative options for victims.
- **Bias** and **discrimination** concerns should be reported to the [Office of Equal Opportunity and Diversity \(OEOD\)](#). Note that it is not faculty's, TA's, or staff's role to investigate these claims.
- All UCI community members may also seek **external mediation** through the [Office of the Ombuds](#).
- Faculty, TAs, lecturers, and staff should respond to student complaints via email **within two days, Monday-Friday**. If awaiting further guidance, they should **acknowledge** the student complaint and communicate this pending status to the student within this timeframe. They are not expected to respond to emails after hours or on weekends.
- The Department Chair is available for consultation on all concerns, in addition to and/or in consultation with the designated point persons below.

## FMS departmental reporting workflows

### For FMS undergraduate students:

- If a student has a concern or complaint specific to a class (course content, in-class climate, etc), they should first address the issue with the instructor of record or the TA (if the issue is specific to discussion sections). Students are advised to either contact their instructor by email or in person with a follow-up by email so that the concern is documented in writing.
- The instructor will resolve the issue if possible.
- If the instructor cannot resolve the issue, the instructor will contact the Director of Undergraduate Study (DUS) and the Department Chair to communicate the concern. The DUS will resolve the issue in consultation with the Associate Dean for Curriculum and Student Services as needed.
- If the DUS cannot resolve the issue, the Department Chair will consult with the appropriate campus office to advise.
  
- If a student is unsatisfied with their instructor's response, they should contact the Director of Undergraduate Study. Same workflow as above follows.
  
- Grade complaints should be addressed with the instructor of record. Instructors determine their own grading policies. Students may consult with the Director of Undergraduate Study (DUS) if the resolution is unsatisfactory; the DUS may in turn consult with the Department Chair or Associate Dean for Curriculum and Student Services as needed. However, the Department cannot change or override an instructor's grade.
  
- If a student has a concern about the major or the department beyond a specific class, they should address the issue with the Director of Undergraduate Study. Same workflow as above follows.
  
- Students should contact the [Humanities Office of Undergraduate Study](#) directly for the following concerns:
  - Dropping a course after week 2
  - Adding a course after week 2
  - Changing their grading option

- Petition questions
  - Updates to their student record/DegreeWorks account
  - Assistance understanding their Humanities requirements
  - Withdrawal from a class or the whole term after Friday, Week 10
- Any concerns about discrimination or a hostile climate should be reported to the campus OEOD.

### **For FMS TAs:**

- If a TA hears a concern from a student specific to their discussion sections and/or grading, they should address the concern to the best of their ability. They should also communicate the concern to the instructor of record for the course.
- If a TA hears a concern from student specific to the course (but not specific to the discussion sections), the TA should communicate the concern to the instructor of record. The TA should communicate to the student that their concern will be communicated forward.
- If a TA has a concern about their students acting out microaggressions or other forms of hostility in class—whether against the TA or other students—the TA should communicate the concern to the instructor of record, the Director of Undergraduate Study, and the Department Chair.
- The Department may develop/provide a tutorial for the following discussion section to address these behaviors and their meanings.
- The DUS and Chair may consult with the TA to determine if reporting to the Office of Academic Integrity and Student Conduct is warranted.
- The TA should also report concerns to the campus OEOD.
- Academic Integrity violations—suspected or proven—should be reported to the instructor of record, who will decide whether to contact the [Office of Academic Integrity](#) for investigation and determination.
- If a TA has a concern about the instructor of record with whom they are working, the TA should first communicate their concerns directly to the instructor. If this is not possible, they should address their concerns to the Department Chair.

- If a TA needs accommodation, the accommodation request needs to be approved by the Office of Disability Management. TAs should contact the Department Manager for ODM contact information. TAs should communicate the need for accommodation to the Department Manager, the Department Chair, and the Instructor of Record as early as possible in order to ensure reasonable time to make accommodations.
- If a TA has labor concerns, these should be communicated to the instructor of record first to see if reasonable adjustments are possible.
- If a TA's labor concerns cannot be ameliorated immediately with the instructor of record, the TA should communicate these concerns directly to the Department Chair and the Department Manager to ensure the workload is in compliance with the TA contract.

#### **For FMS Graduate Students:**

- If a student has a concern or complaint specific to a class (course content, in-class climate, etc), they should first address the issue with the instructor of record if possible. Students are advised to either contact their instructor by email or in person with a follow-up by email so that the concern is documented in writing.
- The instructor will resolve the issue if possible.
- If the instructor cannot resolve the issue, the instructor will contact the Director of Graduate Study and the Department Chair to communicate the concern. The DGS will resolve the issue if possible.
- If the DGS cannot resolve the issue, the Department Chair will consult with the appropriate campus office and advise.
- Grade complaints should be addressed with the instructor of record. Instructors determine their own grading policies. Students may consult with the Director of Graduate Study (DGS) if the resolution is unsatisfactory; the DGS may in turn consult with the Department Chair and/or Associate Dean for Curriculum and Student Services as needed. However, the Department cannot change or override an instructor's grade.

- If a student has a concern about the program or the department beyond a specific class, they should address the issue with the Director of Graduate Study. Same workflow as above follows.
- Any concerns about discrimination or a hostile climate should be reported to the campus OEOD.
- If a student has a concern about bias or a hostile climate in the program/department, they may address the issue a designated student representative for climate concerns, the DGS, and/or the Department Chair. Faculty are not confidential resources and may be required to report concerns to the OEOD or other appropriate offices.

**For FMS Faculty and lecturers:**

- If instructors have concerns about a student in their class, they should first try to address the issue with the student directly.
- If instructors are unable to resolve the issue, they should follow up with the Director of Undergraduate Study or Director of Graduate Study, respectively, as well as the Department Chair. The DUS or DGS will consult with the Associate Dean for Curriculum and Student Services as needed and resolve the issue if possible. If not, the Department Chair will consult with the appropriate campus office and advise.
- Academic Integrity violations—suspected or proven—should be reported to the [Office of Academic Integrity](#) for investigation and determination.
- Faculty should have clear policies regarding attendance and AI usage in their syllabi.
- Faculty concerns about TA job performance should be communicated to the Department Chair and Department Manager. Problems (such as missing class, arriving late, or missing deadlines) should be documented in a timely fashion, but official communication about job performance should be vetted by Academic Labor Relations.
- Any concerns about discrimination or a hostile climate should be reported to the campus OEOD.

## **Contacts**

FMS Department Chair: Lucas Hilderbrand, [lucas.h@uci.edu](mailto:lucas.h@uci.edu)

FMS Department Manager: Amy Fujitani, [amy.fujitani@uci.edu](mailto:amy.fujitani@uci.edu)

FMS Director of Undergraduate Study: Glen Mimura, [gmimura@uci.edu](mailto:gmimura@uci.edu)

Director of Undergraduate Study: Whitney Young, [youngw@uci.edu](mailto:youngw@uci.edu)

FMS Director of Graduate Study: Braxton Soderman, [asoderma@uci.edu](mailto:asoderma@uci.edu)

Director of Graduate Study: Geneva Lopez-Sandoval, [lopezg@uci.edu](mailto:lopezg@uci.edu)

Associate Dean for Curriculum & Student Services: Yong Chen,

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Office of Campus Social Work: <https://www.whcs.uci.edu/campus-social-work>

Office of Equal Opportunity and Diversity: <https://www.oeod.uci.edu/>

Office of the Ombuds: <https://ombuds.uci.edu/>

Office of Academic Integrity and Student Conduct: <https://conduct.uci.edu/>

School of Humanities Undergraduate Study:

<https://www.humanities.uci.edu/undergrad>

## **Sexual violence resources**

If you have been sexually harassed or assaulted on campus, it is important that you know that faculty and staff are responsible employees under UC's Title IX provisions, which means they are required to report all incidents and disclosures of sex offenses to UCI's Office of Equal Opportunity & Diversity (OEOD). If you do not want your disclosure to be reported, you can draw on the following resources to learn about procedures and potential outcomes while remaining anonymous:

- Campus Assault Resources and Educations (CARE) is located on the third floor of the Student Center (Suite G320) and can be reached at 949-824-7273 or by going to <https://www.care.uci.edu>
- Campus Social Workers can be reached at 949-824-0101, via email at [campussocialworker@uci.edu](mailto:campussocialworker@uci.edu) or by going to <https://whcs.uci.edu/csw/>
- The Campus Counseling Center has walk-in Urgent Care during weekdays, 8-4:30 PM (949-824-6457). It is located upstairs in Student Services 1, behind the Career Center and you can find more information here: <https://counseling.uci.edu/contact/>

Additionally, individuals may make a report to UCI police and request to be treated as a “confidential victim.”