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Procedure for handling anonymous comments to GPS DEI Committee

- **Introduction:** The Caltech Division of Geological and Planetary Sciences (GPS) Diversity, Equity, and Inclusion (DEI) Committee maintains a web portal for receiving anonymous comments from members of the Caltech community. The portal resides at <https://www.gps.caltech.edu/resources/dei-gps/dei-gps-comment> and contains a link to a Caltech G Suite form that requires @caltech.edu credentials to access. The purpose of this form is for any member of the Caltech community to be able to report to the DEI Committee any concern that they are not willing or able to share in person. Reporters may self-identify their role (e.g. graduate student, postdoc, staff, etc.). No other information on who files the report is maintained or available to the Committee. Matters that require individualized feedback to the reporter are better handled through the GPS DEI Liaisons, who can anonymize comments before passing them on but retain the ability to bring a response back to the reporter.

- **Handling Procedure:**

- (1) The form has a radio-button selection feature for Distribution of the comment, with options "Full DEI Committee" or "Chair (Paul Asimow) only". Comments labeled "Full DEI Committee" are normally posted to a Slack channel to which all Committee members have access, as a mechanism for notice and a site for further discussion. Comments labeled "Chair (Paul Asimow) only" are handled by the Chair without involving the rest of the Committee.
- (2) Comments that, in the judgment of the Chair, require immediate further notice to campus authorities (e.g. Title IX, Security, CARE Team) are forwarded to those authorities, maintaining of course the original report's anonymity, but attaching the name of the DEI Chair in case any further communication or action is needed by the Chair or the Committee.
- (3) Comments that call for Committee discussion, development of a range of responses, and a decision on the best response are placed on the agenda for the next meeting, or handled by Slack or e-mail if there is too much time-pressure to await the next meeting.
- (4) Comments that involve academic matters are generally shared with the Academic Officer so that we can seek joint resolutions for matters that bridge the authority of the Academic and DEI Committees.
- (5) Comments that involve Division Infrastructure or Staff concerns are generally shared with the Division Administrator to seek a solution, with Full DEI Committee or Committee Chair's advice on potential actions.

- (6) Comments that require action by the Division Chair are shared with the Division Chair for follow-up, with Full DEI Committee or Committee Chair's advice on potential actions.
- (7) Comments that are best handled by a one-on-one conversation between the DEI Chair and some identified individual are handled that way and the Committee notified of the outcome of the discussion.