

PROCESS FOR VOICING CONCERNS

UPDATED 9.30.20



THE SCHOOL OF DRAMA ASPIRES TO CREATE A COMMUNITY THAT IS WELCOMING TO PEOPLE OF ALL CULTURES, RACES, SEXES, ABILITIES, SEXUAL ORIENTATIONS, GENDER IDENTITIES AND EXPRESSIONS, AGES, RELIGIONS, AND ECONOMIC STATUSES. IF YOU HAVE AN EXPERIENCE WITHIN THE DEPARTMENT THAT DOES NOT REFLECT OUR GOALS OF RESPECT AND INCLUSION, IF YOU NEED SUPPORT AROUND A CONFLICT YOU ARE HAVING WITH SOMEONE IN THE DEPARTMENT, OR IF YOU'D LIKE HELP GAINING CLARITY AROUND A CHALLENGING SITUATION, PLEASE LET US KNOW.

WE RECOGNIZE THAT DIFFERENT SITUATIONS CALL FOR DIFFERENT TYPES OF SUPPORT. YOU MIGHT BE LOOKING FOR A LISTENING PARTNER, OR ADVICE, OR ACTION. KNOW THAT, NO MATTER WHICH PATH YOU CHOOSE, YOU CAN ALWAYS OPT TO REMAIN ANONYMOUS.

FOR STUDENTS

When you contact a Drama faculty or staff member to voice a concern, they will:

1. Listen
2. Tell you what they heard to ensure that they have it right
3. Ask you if you are interested in developing a plan of action, which might include involving other faculty or staff members, or other university support systems, as appropriate
4. Do what they said they were going to do
5. Let you know that they've done what they said they were going to do

The faculty or staff member will also file a record of your complaint or concern with the School of Drama, unless you ask them not to. This record can remain anonymous if you wish. If you have requested a response, you can expect one within 30 days.

If you are an **undergraduate**, please note that, in addition to all of the options described below, you may contact BA Council with any Drama-related question or concern. BA Council can help you identify who the right person is to speak with, and may be able to act as a liaison for you with that person or people. [BA Council contact information will be added once it has been established for the 20-21 school year.]

If you are a **graduate student**, please note that, in addition to all of the options described below, you may contact your graduate student representatives with any Drama-related question or concern. Your grad reps can help you identify who the right person is to speak with, and may be able to act as a liaison for you with that person or people. To contact your grad reps, email uwdrama.gradreps@gmail.com.

If you are meeting with a member of the faculty or staff to voice a concern, you are encouraged to bring someone with you for support. If you do not have someone you feel you can ask to attend in support, you may request that the school provide a faculty or staff member to be a third person in the meeting. Please make this request when you schedule the meeting.

HOW DO I VOICE A CONCERN ABOUT A COURSE I AM ENROLLED IN?

- > If you feel comfortable, contact your professor.
- > If you prefer not to contact your professor, or you spoke to them but you desire further action, make an appointment with the head of the area that is applicable to your course:

Acting: Jeffrey Fracé – fracej@uw.edu

Directing & Playwriting: Valerie Curtis-Newton – valcn@uw.edu

Design & Production: Deborah Trout – dtrout@uw.edu

Theatre History, Theory, and Criticism: Scott Magelssen – magelss@uw.edu

If you are an undergraduate and are unsure about which of the above areas your course falls under contact the Undergraduate Coordinator: Scott Magelssen – magelss@uw.edu.

- > If you prefer not to contact an area head, or you spoke to them but you desire further action, contact one of our departmental advisors:

Graduate Students: Sue Bruns – sryan@uw.edu

Undergraduate Students: Eloise Boyle – emboyle@uw.edu

- > If you are not comfortable with any of the above options, or you have used them but you desire further action, make an appointment with the School of Drama's Director, Geoff Korf: gkorf@uw.edu.

- > If you prefer to speak with someone outside of the department, please consult the list called "Non-Departmental Support Resources" at the bottom of this document.

HOW DO I VOICE A CONCERN ABOUT SOMETHING THAT HAPPENED DURING A REHEARSAL OR PERFORMANCE OF A SCHOOL OF DRAMA PRODUCTION?

- > If you are comfortable, speak to the director of the production or to the stage manager.

> If you prefer not to speak with the director or stage manager, or you spoke to them but you desire further action, speak to the company's elected representative (aka "Deputy"). This person is responsible for routing any concerns or complaints about the production to the appropriate person. If you are not sure who your Deputy is, check your contact sheet or ask the stage manager.

- > If you prefer not to speak to the deputy, or you have but you desire further action, speak to the School of Drama's Production Manager, Ryan Gastelum: gastelum@uw.edu.

> If you prefer not to speak with the Production Manager, or you have spoken with them but desire further action, speak to the School of Drama Director, Geoff Korf: gkorf@uw.edu.

- > If you are not comfortable with any of these options, or you have used them but you desire further action, contact one of our departmental advisors:

Graduate Students: Sue Bruns – sryan@uw.edu

Undergraduate Students: Eloise Boyle – emboyle@uw.edu

- > If you prefer to speak with someone outside of the department, please consult the list called "Non-Departmental Support Resources" at the bottom of this document.

HOW DO I VOICE A CONCERN ABOUT SOMETHING THAT HAPPENED IN A DIFFERENT CIRCUMSTANCE?

You can always speak with any faculty or staff member about a concern, but here are some options if you are not sure who to talk to:

- > Contact one of our departmental advisors:

Graduate Students: Sue Bruns – sryan@uw.edu

Undergraduate Students: Eloise Boyle – emboyle@uw.edu

- > Contact the School of Drama Director, Geoff Korf: gkorf@uw.edu.

- > Contact one of the non-departmental support resources listed at the bottom of this document.

If you wish to voice a concern that is about the Director of the school, you may also contact the Divisional Dean of the Arts, Catherine Cole, at colecac@uw.edu.

THE UNIVERSITY OF WASHINGTON
PROHIBITS RETALIATION AGAINST ANY
INDIVIDUAL WHO REPORTS CONCERNS
REGARDING DISCRIMINATION OR
HARASSMENT, OR WHO COOPERATES
WITH OR PARTICIPATES IN ANY
INVESTIGATION OF ALLEGATION OF
DISCRIMINATION, HARASSMENT, OR
RETALIATION, OR ANY INDIVIDUAL WHO
IS PERCEIVED TO HAVE ENGAGED IN ANY
OF THESE ACTIONS. [SEE [EXECUTIVE
ORDER 31](#) FOR MORE INFORMATION.]

FOR FACULTY & STAFF

WHAT ARE MY RESPONSIBILITIES WHEN SOMEONE BRINGS A CONCERN TO ME?

If someone in the department tells you that they'd like to share a concern with you, you should do the following:

1. Set an appointment with the person to discuss the concern
2. Ask about whether the person wants you to report their concern and, if there is a report to be filed, if the person wants to remain anonymous. It's also fine if they're not sure at this point.
3. Ask the person if they would like to bring someone else along with them to the meeting, or if they would like the School of Drama to provide someone to be a third person in the meeting.
 - a. If they ask for the School of Drama to provide someone, it is your responsibility to invite that person to the meeting. If the person raising the concern does not know who they would like that person to be, please make suggestions based on your best judgement and/or the reporting chains described in the student concerns section above.
 - b. Be sure to come to mutual agreement with the person raising the concern before inviting a third person to the meeting.
4. At the meeting you should:
 - a. Ask whether they want this to be reported—it's okay if they're still not sure
 - b. Listen
 - c. Tell the person raising the concern what you heard to ensure that you have it right
 - d. Ask the person if they are interested in developing a plan of action, which might include involving other faculty or staff members, or other university support systems, as appropriate
 - e. Confirm whether they would like you to file a report about their concern with the School of Drama, or if they would like you to file it but keep their identity anonymous
5. After the meeting you should:
 - a. Do what you said you were going to do.
 - b. Within 24 hours, file a report with the School of Drama documenting the concern and any discussion of potential action, unless the person raising the concern has asked you not to.
 - c. Report back to the student that the report has been filed.

HOW DO I GET SUPPORT ADDRESSING A CONCERN, EITHER IN THE MOMENT OR LONG-TERM?

You may find that you do not know the best way to address a concern. Or, a concern may help you recognize a need that you have for additional training, conversation, or support. In these cases:

- > If you feel comfortable, speak with your supervisor.
- > If you prefer not to speak with your supervisor, or if you have done so but require additional support, speak with the School of Drama Director, Geoff Korf: gkorf@uw.edu.
- > If you prefer to speak with someone outside of the department, please utilize the following UW resources:
 - a. [Office of the Ombud](#) (collaborative and confidential consultation)
 - b. [UW CareLink](#) (guidance and resources for UW employees, including counseling and manager resources)
 - c. [SafeCampus](#) (violence prevention and response)
 - d. [Office of the Title IX Coordinator](#) (sex- and gender-based discrimination and misconduct)
 - e. [Office of Community Standards and Student Conduct](#) (investigation and adjudication of violations of the Student Conduct Code, resources and support for supporting "students of concern.")
 - f. Any of the additional resources at the end of this document

HOW DO I RAISE A CONCERN OF MY OWN?

> If you feel comfortable, speak with your supervisor.

> If you prefer not to speak with your supervisor, or if you have done so but desire further action, contact the School of Drama Director, Geoff Korf: gkorf@uw.edu.

> If you prefer to speak with someone outside of the department, please utilize the following UW resources:

- a. [Office of the Ombud](#) (collaborative and confidential consultation)
- b. [UW CareLink](#) (guidance and resources for UW employees, including counseling and manager resources)
- c. [SafeCampus](#) (violence prevention and response)
- d. [Office of the Title IX Coordinator](#) (sex- and gender-based discrimination and misconduct)
- e. [Office of Community Standards and Student Conduct](#) (investigation and adjudication of violations of the Student Conduct Code, resources and support for supporting "students of concern.")
- f. Any of the additional resources at the end of this document

If you wish to voice a concern that is about the Director of the school, you may also contact the Divisional Dean of the Arts, Catherine Cole, at colectat@uw.edu.



FOR EVERYONE

WHAT CAN I DO IN THE MOMENT?

It can be very difficult to know how to address things as they happen. We recommend the ACTION framework for addressing [microaggressions](#), developed by Tasha Souza.

ACTION:

Ask clarifying questions to assist with understanding intentions.

Come from curiosity not judgment.

Tell what you observed as problematic in a factual manner.

Impact exploration: ask for, and/or state, the potential impact of such a statement or action on others.

Own your own thoughts and feelings around the impact.

Next steps: Request appropriate action be taken.

[Click here](#) for more detailed information about the ACTION framework, including examples.

[Click here](#) for more strategies for dealing with microaggressions

[Click here](#) for more strategies for intervening as a bystander when you witness something happening that is not right

HOW DO I MAKE A SUGGESTION TO THE DEPARTMENT?

Have a suggestion or a solution? We want to hear it! You can use [this anonymous feedback form](#). You can also email any faculty or staff member, or send an email to dramafeedback@uw.edu.

NON-DEPARTMENTAL RESOURCES

Beyond departmental resources, the university provides many resources for voicing concerns and gaining support around challenging situations. In the past, members of our community have found these resources to be very helpful.

Reporting sexual assault/misconduct

<http://www.washington.edu/sexualassault/>

This website provides victims of sexual violence with important online resources that reflect the UW's commitment to preventing and responding to sexual misconduct, including sexual assault, relationship violence, domestic violence, stalking and sexual harassment. Here you will find ways to get confidential support, how to address safety concerns, where to receive medical care and counseling and information on reporting sexual assault.

Support around safety concerns

<https://www.washington.edu/safecampus/> 206-685-7233

SafeCampus is the University of Washington's violence-prevention and response program. We support students, staff, faculty and community members in preventing violence. When you contact us, a trained professional will listen in a nonjudgmental, empathetic way. We're here to offer support and guidance when you have concerns for yourself or others. You can tell us about something that happened or share your safety concerns. You're welcome to say as much or as little as you want to.

Collaborative and confidential consultation

<https://www.washington.edu/ombud/>

The Office of the Ombud is a place where all members of the University of Washington community can seek information, consultation, and assistance. Each year, the Ombud Office collaborates with hundreds of individuals who are facing challenges. We provide a safe environment to voice concerns and develop constructive options to address the situation. Common student concerns that are brought to the Ombud include (but are not limited to) learning environment mistreatment, RA/TA appointments, disability accommodations, grade concerns, financial aid, academic misconduct, sexual harassment, and access to courses.

Formal complaints regarding, harassment, discrimination, or retaliation:

<https://www.washington.edu/compliance/uciro/>

The University Complaint Investigation and Resolution Office (UCIRO) investigates complaints that a University employee has violated the University's non-discrimination and/or non-retaliation policies as set out in the university's [Executive Order 31](#).

Reporting system for incidences of bias:

<https://www.washington.edu/bias/>

The University of Washington values and honors diverse experiences and perspectives, strives to create welcoming and respectful learning environments and promotes access and opportunity. The UW is committed to freedom of expression, and with that commitment comes the recognition that members of our community might hold and express sometimes-unpopular views. UW President Ana Mari Cauce has affirmed our steadfast commitment to these values in a blog post and comments to the campus community. If you encounter or suspect incidents of bias, you are encouraged to file a report, which will be reviewed by the UW's Bias Incident Advisory Committee. Whenever possible, bias reports will be reviewed within two to four business days.

Support for mental health:

<https://www.washington.edu/counseling/>

The UW Counseling Center offers multiple options for students seeking help coping with stress and mental health concerns. Students who are currently enrolled in degree-seeking programs at the Seattle campus are eligible for our counseling services.

Legal support

<http://depts.washington.edu/slsuw/>

Student Legal Services (SLS) is an on-campus law office that provides a safe and confidential space for all UW-Seattle and Bothell students who have legal questions or concerns. We offer free 40-minute consultations on a broad range of issues. Students can also hire us for ongoing representation for a low hourly rate.

OTHER UW RESOURCES

Arts Diversity Council

adiversityc@gmail.com

ADC is a student-run council. We are dedicated to supporting students of color interested in pursuing the arts by providing them with a safe and uplifting environment to share their concerns and create on/off-campus community engagement.

D Center

<http://depts.washington.edu/dcenter/wordpress/>

The D Center fosters a community of d/Disability and d/Deaf pride, and develops and supports social, cultural and educational programming.

Disability Resources for Students

<http://depts.washington.edu/uwdrs/>

DRS is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus enrolled in our undergraduate, graduate, professional, Evening Degree and Access programs for over 39 years. DRS serves 2,800+ students with either temporary or permanent physical, health, learning, sensory or psychological disabilities. Students partner with our office to establish services for their access and inclusion on campus.

wəłəbʔaltx^w – Intellectual House

<https://www.washington.edu/diversity/tribal-relations/intellectual-house/>

wəłəbʔaltx^w serves as a multi-service learning and gathering space for American Indian and Alaska Native students, faculty and staff, as well as others from various cultures and communities, to come together in a welcoming environment and share knowledge.

International Student Services

<https://iss.washington.edu>

The UW is home to over 8,000 international students representing more than 100 countries. ISS staff advises international students with F-1 or J-1 visas who are enrolled in undergraduate, graduate, and professional degree programs on the Seattle campus of the University of Washington. International student advisors are here to help: provide guidance on maintaining F-1 or J-1 immigration status while attending the U, process F-1 and J-1 immigration benefits, navigate university policy and understand F-1 and J-1 visa restrictions, ensure university and student compliance with immigration policies, provide educational tools, including workshops and tutorials

Q Center

<http://depts.washington.edu/qcenter/wordpress/>

The University of Washington Q Center facilitates and enhances a brave, affirming, liberatory, and celebratory environment for students, faculty, staff, and alumni of all sexual and gender orientations, identities, and expressions. We host and support student groups, put on regular programming events, house a lending library, and amplify student voices on our Student Blog. The Q center is located at the Husky Union Building, Room 315.

Samuel E. Kelly Ethnic Cultural Center

<http://depts.washington.edu/ecc/>

The Samuel E. Kelly Ethnic Cultural Center of the University of Washington is part of The Office of Minority Affairs & Diversity. The Kelly ECC has a wealth of resources and opportunities available to students including student advising, organizational development, personal growth, and referrals to different departments and programs.

Undocumented Student Resources

<https://www.washington.edu/admissions/undocumented/>

We are proud to be a university that wholeheartedly welcomes and supports undocumented students of all ethnicities and nationalities. We invite you to explore the services, opportunities and resources available to you throughout the various stages of your Husky Experience.

OTHER UW RESOURCES, CONT.

UW Office of Minority Affairs and Diversity

<https://www.washington.edu/omad/>

The UW Office of Minority Affairs and Diversity creates pathways for diverse populations to access postsecondary opportunities, nurture and support their academic success, and cultivate a campus climate that enriches the educational experience for all.

Women's Center

<https://www.washington.edu/womenscenter/>

The UW Alene Moris Women's Center is a catalyst for change. We disrupt cycles of oppression and break down gender-based barriers through transformational education programs, leadership development, and advocacy for girls and womxn. We believe womxn's rights are human rights. Programs and services are open to all students, staff, faculty and community members.

To find student-run groups, visit the [Registered Student Organization Directory](#).