

“Flow Chart”



For incident reporting and resources within the E&E department and Rutgers

This flow chart was written by the E&E DEI committee and organized by Julia Van Etten. It is intended to be a way to navigate the many different resources and channels within Rutgers so that anyone can find the information or help they need when confronted with any issue they may face. It is a living document that will need to be updated in the future and is designed to be a companion to the new departmental **Code of Conduct**. The info in this version is current as of September 2021. Please e-mail [Dr. Malin Pinsky](#) or [Julia](#) with any corrections or suggestions.

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Some general information:

GENERAL RESOURCES

- = E&E resource
- = Rutgers resource

Graduate Program Coordinator:
Shaneika Nelson | [e-mail](#)

Graduate Program Director:
Dr. Malin Pinsky | [e-mail](#)

Chair of DEENR:
Dr. Julie Lockwood | [e-mail](#)

Chair of Student Life and
Grievances Committee:
Dr. Erin Vogel | [e-mail](#)

Senior Associate Dean for Academic Support and Graduate Student Services:
Barbara E. Bender, Ed.D. | [e-mail](#) | phone: 848-932-7747

Responsible for academic support services, student services, matriculation, and degree certifications, including convocation and commencement. Oversees student and faculty concerns including academic integrity, intellectual property, interpersonal conflict, crisis management and referrals

WHAT is a 'mandatory reporter'/'non-confidential employee' and WHO is required to report?

Via [link](#): "The University recognizes that individuals, including students, may be most comfortable disclosing sexual violence and other prohibited conduct to a University member they know well, such as a faculty member, coach, or resident advisor. These "non-confidential" employees will protect and respect an individual's privacy to the greatest extent possible and share information only on a need-to-know basis; however, they cannot serve as a confidential resource.

Any University employee (other than the confidential resources identified in Appendices A and B of Policy 60.1.33) who receives a report about conduct prohibited by this Policy involving a student is required to inform the appropriate Title IX Coordinator about the incident. Information about Covered Sexual Harassment that a student includes in a classroom assignment is considered a report and must be shared with the Title IX Coordinator. Similarly, University supervisors and managers are required to inform the Title IX Coordinator for Employees (Director of the Office of Employment Equity) of any reported conduct prohibited by this Policy involving other employees. This means that these individuals are required to report to the Title IX Coordinator all relevant details, including the names of the individual who made the report, the alleged victim (if different), the alleged Respondent, any witnesses, and other known relevant facts. These reporting requirements aim to ensure that all potential Complainants are provided with appropriate resources and supportive measures, even if they do not wish to pursue a Formal Complaint."

WHAT is Title IX?

“Title IX is a federal civil rights law in the United States of America that was passed as part (Title IX) of the Education Amendments of 1972. It prohibits sex-based discrimination in any school or other education program that receives federal money. This is Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. §§ 1681–1688.” --Wikipedia

The following text is from: <https://www.knowyourix.org/college-resources/title-ix/>

“Under Title IX of the Education Amendments of 1972: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Essentially, Title IX prohibits sex discrimination in educational institutions that receive federal funding (the vast majority of schools). While Title IX is a very short statute, Supreme Court decisions and guidance from the U.S. Department of Education have given it a broad scope covering sexual harassment and sexual violence. Under Title IX, schools are legally required to respond and remedy hostile educational environments and failure to do so is a violation that means a school could risk losing its federal funding.

While Title IX was previously a powerful tool to stop sexual violence and harassment in schools, on August 14th, 2020, the Department’s new Title IX rule went into effect. Make no mistake: the Rule drastically rolls back protections for student survivors and makes it easier for schools to sweep sexual harassment under the rug. Visit our Hands off IX resources and toolkit to learn more about your rights in light of the rule and how you hold school administrations accountable.

The below resources are intended to help you determine if your school is in compliance with Title IX. Although these resources have been written with the guidance of legal experts, we are not lawyers, and the information on this website does not constitute legal advice. We encourage you to contact a lawyer to discuss your complaint or suit.

Under Title IX, schools must disseminate a notice of nondiscrimination. This notice does not have to specify that sexual harassment and violence are likewise prohibited, but the U.S. Department of Education (ED) recommends that schools do, since a notice that makes it unclear may qualify as a violation of Title IX. This notice is likely available in a student handbook or code of conduct in elementary and secondary schools and in an Annual Security Report (ASR) in higher education institutions.

This notice prohibiting sex discrimination must be widely distributed, available, and easily accessible to the school community each year. ED recommends schools:

1. Publish this policy online and have it available in print across campus so that school members may understand its purpose and utility.
2. Include enough detail in the policy so that members of the community can realize sexual harassment and sexual violence are prohibited forms of sex discrimination.

UNIVERSITY STRUCTURE

The administrative structure of the E&E grad program is a little confusing because it is not properly nested within any particular academic department. To clarify, here is a brief overview of how the university is structured, and how the grad program fits in:

1. The university is divided into "schools," in which academic departments are nested. Administratively, these are properly divided and (mostly) mutually exclusive (like municipalities of NJ). For example, the Department of Ecology, Evolution, and Natural Resources (DEENR), Department of Marine and Coastal Sciences (DMCS), and Department of Plant Biology are all nested within the School of Environmental and Biological Sciences (SEBS).
2. Your advisors are employed by an academic department, which likely affects where your labs and offices are (e.g., in ENR vs DMCS) but regardless of where they are employed (even if it's not ENR) they can still be a member of the E&E graduate program (see below) and thus, you can be a student in this program even if your lab is technically in another department.
3. The graduate program in E&E is administrated by the School of Graduate Studies and is superimposed across departments. Faculty from any department can apply to become a member of the E&E grad program and take on graduate students. Thus, as a grad student in E&E, you are housed directly within the grad program, and indirectly within the academic department of your
4. The E&E grad student association (EcoGSA) is our student-led organization aimed to build and maintain community within the program. On paper, we are a Rutgers Graduate Student Organization (GSO), which are grad student groups recognized by the Rutgers Graduate Student Association (PapaGSA). But we're also more than that. Many of these are simply clubs that receive some financial support, whereas EcoGSA holds at least semi-formal recognition from the E&E administrators, grad program director, and chairs of DEENR. For example, EcoGSA elects students to attend grad program faculty meetings.

A PRIMER ON CONFLICT RESOLUTION

This flow chart is meant to be a resource where students, faculty, and staff can go to navigate official channels within E&E and the broader Rutgers University structure to address problems that may arise and seek help if necessary. Not all issues may immediately or ultimately rise to the level of something that needs to be addressed through official channels or maybe, you would prefer to take personal steps to address an issue or a troubling behavior early before it escalates to that level.

Some general tips for doing so via graduate program director Dr. Malin Pinsky:

1. If you observe harassment or other abuses of power, find a way to approach the person with the problematic behavior (if you are in a position of power or feel safe to do so). Remember the person probably has no idea they caused harm, so they might be surprised or defensive. Keep in mind that you are doing a good thing by holding them accountable for their actions.
2. If you do not feel empowered or safe to address problematic behavior, find a way to approach the person on the receiving end of the abuse. You might accompany them to Counseling and Psychological Services and/or an appropriate Biology faculty member (see a list of mandatory reporters and faculty who have received mentorship training here).

SEXUAL HARRASSMENT

Rutgers “Current Policy Statement” as of 6/14/21: “Rutgers, The State University of New Jersey, is committed to fostering an environment that is safe and secure and free from sexual and gender-based discrimination and harassment, sexual violence, dating and domestic violence, stalking, and other related misconduct. The University recognizes its responsibility to increase awareness of such misconduct, prevent its occurrence, support victims, deal fairly and firmly with alleged offenders, and diligently investigate reports of misconduct. In addressing these issues, all members of the University must come together to respect and care for one another in a manner consistent with our deeply held academic and community values. This policy sets forth how the University defines and addresses sexual and gender-based harassment, sexual violence, stalking and relationship violence, and related complaints made against University employees, student employees, and third parties doing business with the University.”

[Culture change information](#)

Reporting system for concerns about bias, sexual misconduct, student conduct, student well-being, or mental health of students: [Concerned? DO SOMETHING](#)

Informational Resource 1:

[Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking, and Related Misconduct by Employees and Third Parties](#)

Informational Resource 2:

[Policy on Consensual Relationships in Academic Settings](#) for comprehensive detail.

Informational Resource 3:

[Title IX Policy and Grievance Procedures \(Interim\)](#)
*Pages 3-7 define what qualifies as sexual harassment

Faculty/Staff-specific Resources via [link](#)

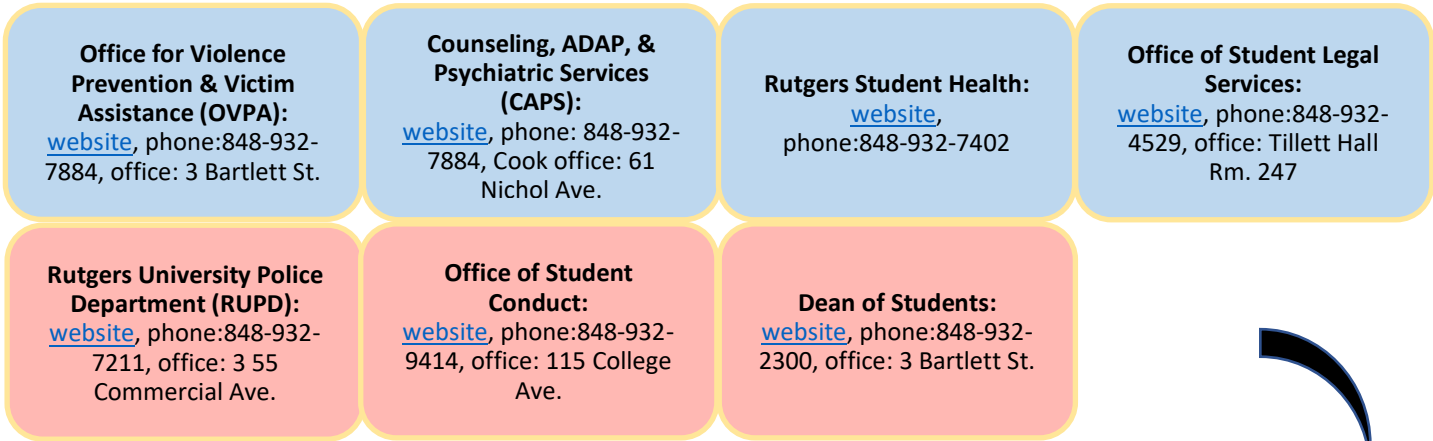
Office of Employment Equity: [website](#), phone: 848-932-3973; [e-mail](#), office: in ASBII

[Policy prohibiting discrimination and harassment](#)

[Form](#) for filing an official complaint

[OUTLINE](#) of complaint process

Student-specific Resources via [link](#); confidential, not confidential



Ombudsperson: We offer Rutgers University–New Brunswick students high-level assistance when they feel they have exhausted all other methods to resolve their issues related to the university. <https://ombuds.rutgers.edu/>

What to do officially within E&E (via bylaws):

The primary mechanism for handling grievances by students is for the students to discuss those matters with the Director. The Director can appoint an impartial committee to address these issues if necessary.

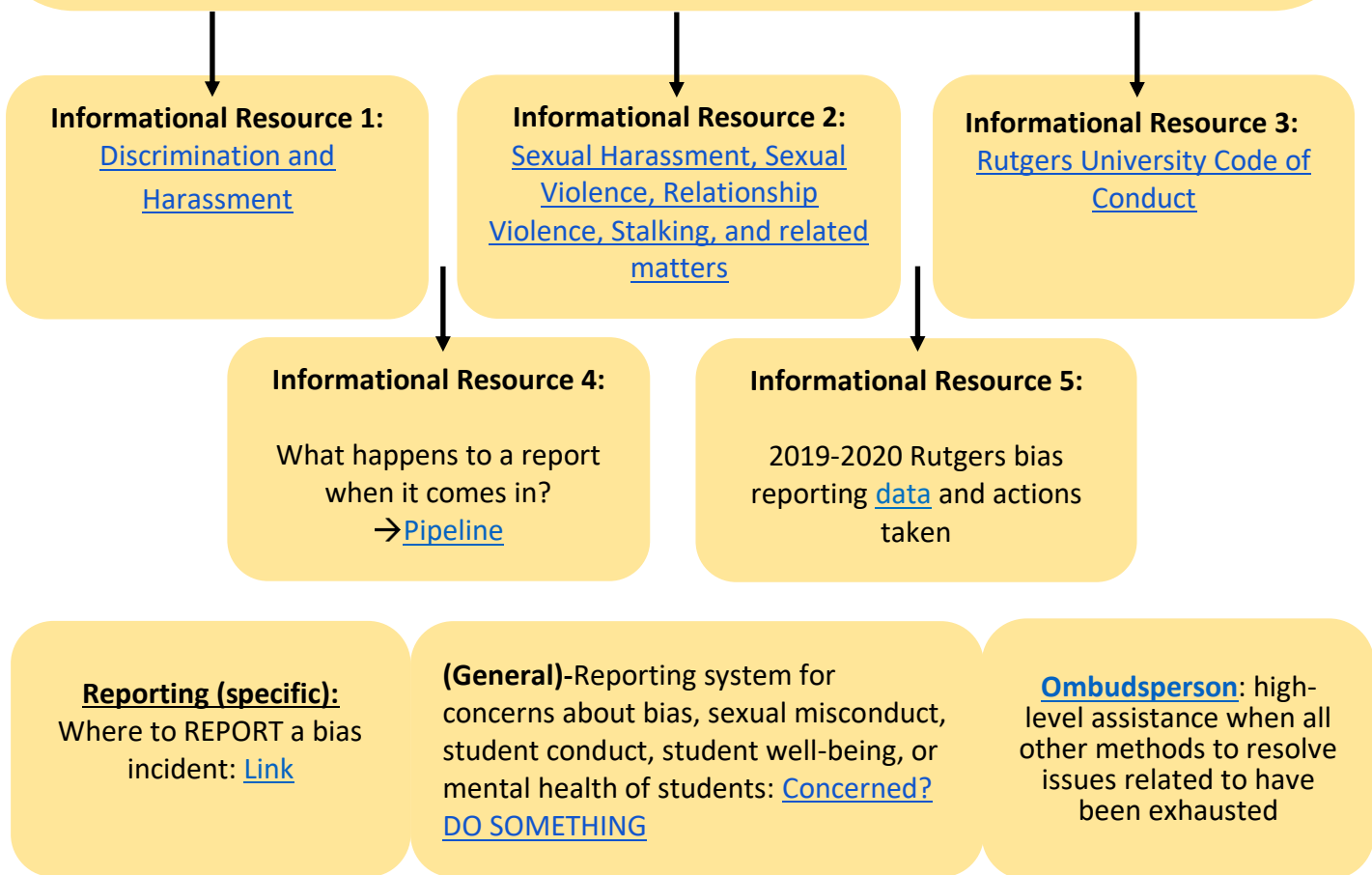
The procedure:

1. the student should discuss, in-so-far as possible, the matter directly with the responsible individual or committee to see if a direct solution can be agreed upon;
2. the student should submit a written grievance to the Director (or, if the Director is involved, to the Chair of the Student Life and Grievances Committee), including a detailed description of the grievance and appropriate documentations;
3. the written grievance will be considered and acted upon by the Student Life and Grievances Committee, and the student has the right to appear before that committee to present their case; and finally
4. If the Committee action does not satisfy the grievance, appeal may be made directly to the Dean of the SGS.

BIAS INCIDENT REPORTING

Rutgers official statement: “Bias is defined by the University as an act, verbal, written, physical, psychological, that threatens, or harms a person or group on the basis of race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, atypical heredity or cellular blood trait, military service or veteran status... **Bias acts are often disruptive. However, such acts may not always be in violation of civil, criminal or University codes, and therefore will not result in discipline. Acts of bias may warrant discussion or education about how they affect other members of the University community.”**

[Rutgers Policies Related to Bias:](#)



What to do officially within E&E (via bylaws):

E&E Bias Reporting: fill out [complaint form](#) via [program link](#)

INJURY OR ILLNESS

Rutgers official statement: “All university employees are responsible for making a report of accidental injury they become aware of or witness. The head of each department is responsible for transmitting any report they receive to the Department of Risk Management & Insurance.” –via [Department of Risk Management and Insurance](#)



Employees hurt on the job:
[Online accident reporting system](#)



Students or public send [form](#) to [address](#)



Worker’s compensation filing [instructions](#) via University Finance and Administration office

Local Hospitals

1. Robert Wood Johnson University Hospital: 732-828-3000
2. St. Peter’s University Hospital: 732-745-8600

LOSS OR DAMAGE TO UNIVERSITY PROPERTY

[Link with resources](#) via University Finance and Administration

FACILITIES

Institutional Planning & Operations:

[Call center](#)—New Brunswick Campus #: 848-445-1234; open between 8am and 4:30pm

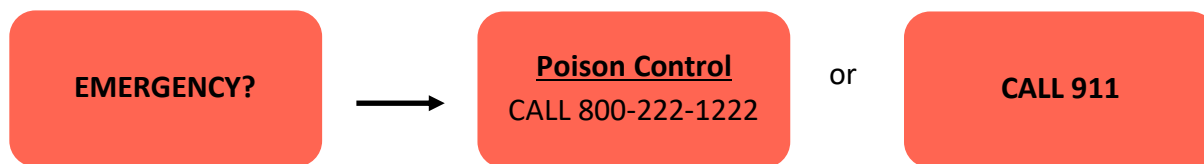
University Human Resources: 848-932-3020

Office of Employment Equity: 848-932-3973; employmentequity@hr.rutgers.edu

Rutgers Police: New Brunswick Contact 732-932-7211

Office of Student Conduct: New Brunswick: 848-932-9414, conduct@echo.rutgers.edu

LAB ACCIDENTS



For less emergent lab accidents:

- i. Contact **REHS** at 848-445-2550
- ii. [Report online to REHS](#)

LAB RESOURCES @ RUTGERS

Rutgers Environmental Health and Safety (REHS) will work with you to write and edit SOPs for you/your lab for using hazardous chemicals

Mandatory training each YEAR <https://ipo.rutgers.edu/rehs/training>

“Prior to using chemicals and beginning your lab activities, you must receive hands-on/lab specific training for your work given by your PI or lab supervisor. This includes reading and understanding the chemical hygiene guide (CHG) or laboratory safety manual, your lab SOPs, and the SDS for the chemical(s) you’ll be expected to utilize. You must sign the [acknowledgement form](#) in your laboratory specific CHG prior to utilizing chemicals and lab’s equipment. All required PPE (at a minimum, gloves, safety glasses and a lab coat) must be worn at all times and you must fully understand the hazards of the chemicals that you are specifically working if you have any specific questions regarding the content of the training or have any additional questions or concerns, please contact REHS at 848-445-2550.”

[Hazardous Waste
Removal](#)

[Info on Safety Data
Sheets \(SDS\)](#)

[Report an Accident](#)
(see above)

[Biosafety Cabinet
Service Request](#)

DISABILITY-RELATED

For STUDENTS:

For FACULTY/STAFF:

See: <https://academiclaborrelations.rutgers.edu/>

Office of Academic Labor Relations (ALR) | Phone: 848-932-7174
178 Ryders Lane, Suite 308 New Brunswick, NJ 08901

*To **apply for accommodations** (disability or religious) you must complete an [Accommodation request form](#) and [Medical Inquiry Form](#) for doctor. Both forms should be returned directly to ALR via regular mail, e-mail, or fax once they have been completed.

A primary contact for staff from the [Office of Employment Equity](#):
[Laurel B. Perlman, JD](#), Associate Director for Accommodations

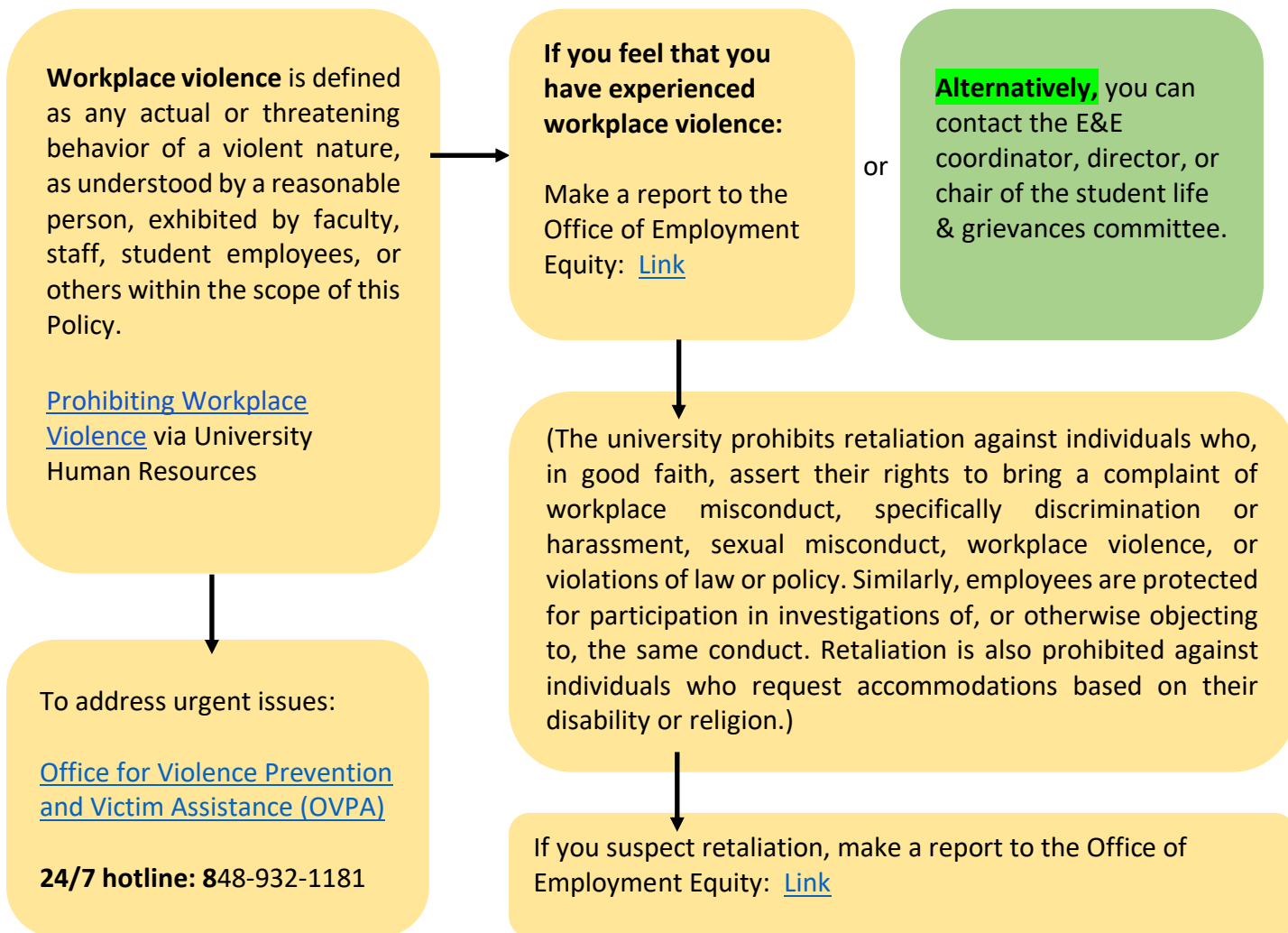
If any issues arise related to disability services or accommodations that cannot be solved in the offices/forums above:



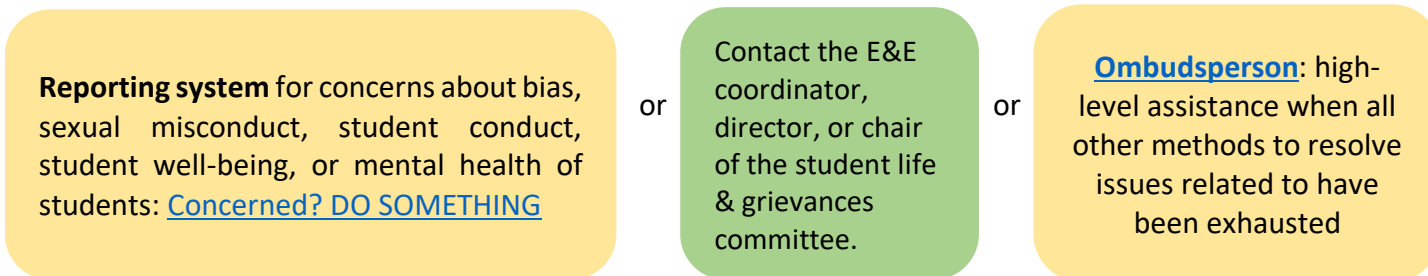
You can contact the union/ your union representative (see pg. 13)

or

[Ombudsperson](#): high-level assistance when all other methods to resolve issues related to have been exhausted



HARRASSMENT (non-sexual)



INTERPERSONAL ISSUES THAT DON'T RISE TO THE LEVEL OF HARASSMENT OR BIAS

In E&E, we believe that it's valuable to identify and address these types of issue before they become more serious.

Chair of Student Life and Grievances Committee:

Dr. Erin Vogel | [e-mail](#)

Can also contact [Dr. Malin Pinsky](#), [Shaneika Nelson](#), [Dr. Julie Lockwood](#)

Office for Violence Prevention & Victim Assistance (OVPA):
[website](#), phone:848-932-7884, office: 3 Bartlett St.

[Rutgers SGS Problem Resolution](#)

POWER DYNAMICS

(Supervisor/supervisee support)

If you have questions about power dynamics and the norms and expectations within E&E, see the [Code of Conduct](#)

Alternatively, you can talk to:

Chair of Student Life and Grievances Committee:

Dr. Erin Vogel | [e-mail](#)

Graduate Program Director:

Dr. Malin Pinsky | [e-mail](#)

Chair of DEENR:

Dr. Julie Lockwood | [e-mail](#)

If you have been unable to solve a problem or if you do not feel comfortable addressing a concern within your graduate program:

Contact **Dr. Barbara Bender**, EdD- ([e-mail](#); 848-932-7747), Senior Associate Dean of the School of Graduate Studies, who is available to **confidentially** assist students and faculty in addressing a wide variety of concerns, identify options, and seek alternate resolutions to disputes.

Can also try [Dr. Evelyn Erenrich](#), Associate Dean for Recruitment and Retention and Chief Diversity Officer @ SGS

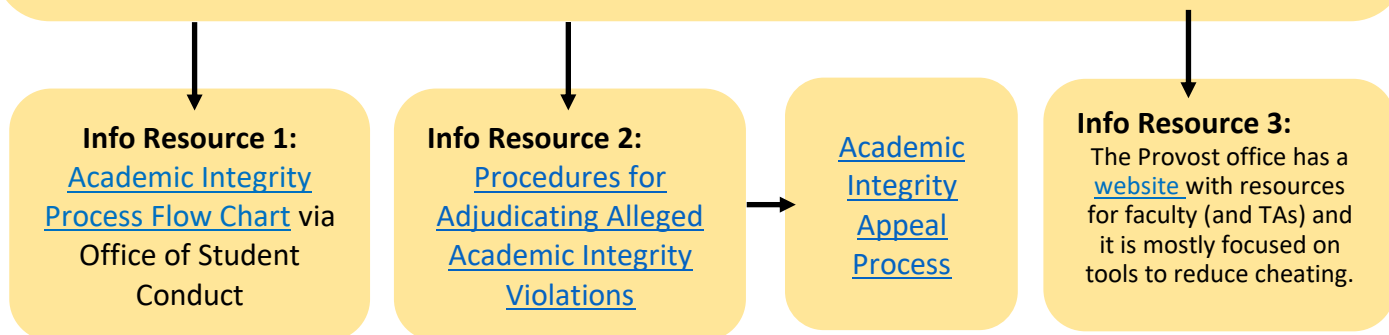
or

[Office of Graduate Student Life](#)

SCIENTIFIC/PROFESSIONAL MISCONDUCT & ACADEMIC INTEGRITY

The [Office of Student Conduct](#) administers the student [code of conduct](#), academic integrity, and disciplinary system at Rutgers University-New Brunswick for all undergraduates. Graduate students and Faculty are required to report instances of cheating, plagiarizing, destruction of data, and similar issues of academic integrity ([policy](#)).

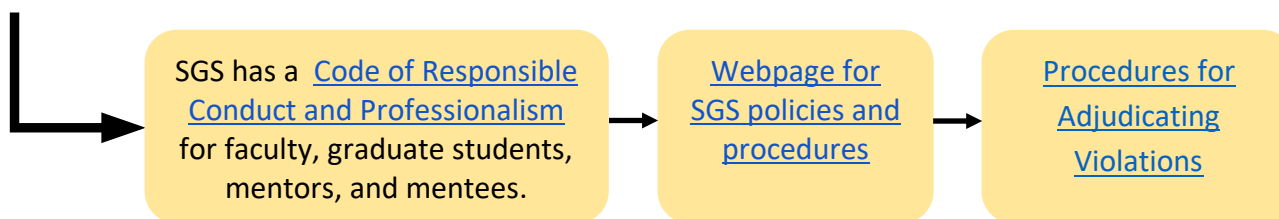
Online [FORM](#) for reporting academic integrity incidents via [website](#).



For issues involving graduate students and faculty, [contact Barbara Bender](#) at the School of Graduate Studies (SGS).

[Melissa Backus](#) is a good person to talk to if you have questions about an academic integrity case involving an undergrad.

[Lena Struwe](#) (DEENR Faculty) is a former Academic Integrity Facilitator at SEBS/RU, and can also help with advice.



For issues related to **faculty violations of the code of conduct**, the first point of contact is ostensibly the department chair. More realistically, however, this should go to [Barbara Bender](#).

In either case, it will move into admin at the relevant School or Dept. There is no single action pipeline for how this will work, because i) faculty are employed by their school and departments and ii) different actions are taken depending on the type of violation

Barbara will take verbal or written complaints and will work with students regarding anonymity. She will hold things in confidence, if asked, unless legally bound to report it (e.g., harassment, you're in danger; probably not applicable in the case of academic integrity).

Our Union is the [AAUP-AFT](#) and will assist faculty/staff and GAs/TAs who are members.

e-mail: aaup@rutgersaaup.org | phone: 732-764-1000

Until recently, you could not be in the union if you are a fellow, however union membership voted (Summer 2021) to allow fellows in the union (in our own bylaws), but this does not yet mean they are covered under contract (this section will need to be updated).

Informational Resource 1:

[Issues](#) the union is currently addressing as of 07/2021

Informational Resource 2:

- [Health and Safety](#)
- [Remote Instruction](#)
- [Salary Equity Program](#)
- [Union Bylaws](#)

[Know Your Contract, Know Your Rights](#)

- For TAs and GAs: [Link](#)
- Professional duties and workload: [Link](#)
- Parental and medical leave: [Link](#)
- Leave without pay: [Link](#)
- Personnel files: [Link](#)
- Academic + calendar-year terms: [Link](#)
- Sabbatical leaves: [Link](#)
- NTT faculty: [Link](#)
- How union can help with Title IX issues: [Link](#)
- University Policies: Reappointment, Promotion, and Tenure for Tenured and Tenure-Track Faculty: [Link](#)

Resources for graduate workers specifically:

“Rutgers Teaching Assistants and Graduate Assistants (TAs/GAs) wear two hats: graduate student and educator. As university employees, our 1,800 TAs/GAs devote an average of 15 hours per week to teaching and research, and serve either a 12-month calendar year appointment or a 10-month academic year appointment.”



[2018-2022 Full-Time Faculty and TA/GA Agreement](#)

[Rights and Benefits Summary](#)

[Grievance Procedure for TAs and GAs](#)

The EcoGSA has a departmental representative to the union—currently (2021-2022): [Dylan Simpson](#)

The dept rep can:

- Answer questions regarding our union, contract, rights as laborers, etc., and especially regarding any active campaigns or actions being taken by the union.
- Convey your questions or concerns to union staff and/or leadership if you do not wish to contact them directly.
- In the case of immediate or pressing concerns, can put you in touch directly with the relevant staff (e.g. contract enforcement team).

LABOR CONCERNS FOR NON-UNION MEMBERS

INSURANCE/HEALTH CARE

For **students/fellows**:

[Rutgers Student Health](#)

For **employees**:

[Health Benefits](#) via University Human Resources

[NJ State Health Benefits Program](#) Eligibility Info

Local Hospitals

1. Robert Wood Johnson University Hospital: 732-828-3000
3. St. Peter's University Hospital: 732-745-8600

PAYROLL AND FINANCIAL

Payroll Services phone number: 848-445-2282

[University Finance and Administration](#)

- How to set up [Direct Deposit](#)
- Can also reach out to [Shanelka Nelson](#) in E&E
- Employee Travel Reimbursement [Form](#)
- Student Account System [Link](#)
- W-2 [form](#)
- [Link](#) to many other useful forms and templates

FINANCIAL CONCERNS

[Rutgers Students Cost of Attendance](#): provides estimates for tuition, fees, room and board rates for the coming academic year.

[Rutgers tuition payment plans](#)

Rutgers Financial Services [Link](#)

[Ombudsperson](#)

[GradFund](#): a peer-mentoring service dedicated to assisting graduate students in identifying and applying for external grants and fellowships. Under the Resources tab, they provide a “GradFund Self-Paced Guide to Grants and Fellowships” that can be accessed through Canvas.

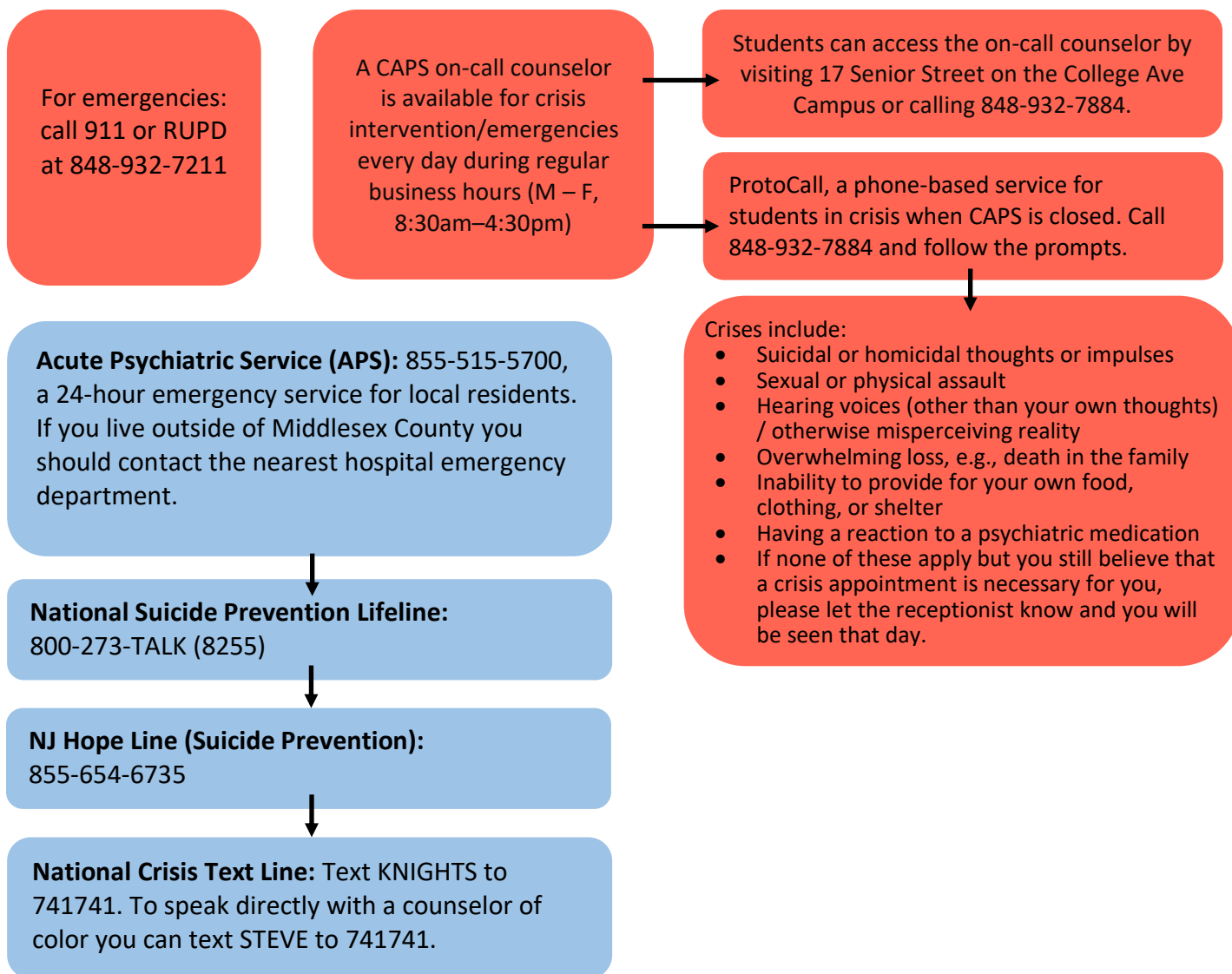
RELIGIOUS CONCERNS

[Religious Accommodations](#) via Office of Employment Equity

In order to request a religious accommodation, the employee needs to complete an [Accommodation Request Form](#) or file electronically through the [OneSource portal](#).

[Ombudsperson](#): high-level assistance when all other methods to resolve issues related to have been exhausted

MENTAL HEALTH



Continue to next page to see the many Rutgers-specific, non-emergency resources

Some Rutgers services are found in boxes below.

See also:

1. Compiled list of Rutgers student services, including but not limited to health and wellness, bias prevention and reporting, student organizations, and legal services: [For Students –](#)

Reporting system for concerns about bias, sexual misconduct, student conduct, student well-being, or mental health of students

Office for Violence Prevention & Victim Assistance (OVPA): [website](#), phone: 848-932-7884, office: 3 Bartlett St.

Anxiety Disorders Clinic: 848-445-5384; including PTSD and OCD. Part of Grad School of Applied and Professional Psychology (GSAPP).

University Behavioral Health Care: 1-800-969-5300: Services for a fee; offers some reduced fee services. Referrals to therapists in private practice are available through campus counseling and mental health services.

Rutgers Faculty and Staff Assistance Program: 848-932-3956 (**24-hour hotline**); Counseling is provided by a licensed, credentialed counselor in areas including family relationships, bereavement, finances, caring for adult family members, child & adolescent development, substance abuse. Conversations with counselors are **completely confidential**. Coverage for private mental health services is provided through the standard University employee health insurance programs.

Center for Psychological Services: 848-445-6111: For long- and short-term psychotherapy by grad students under supervision; also offers family/relationship therapy and testing for learning disabilities.

Counseling, Alcohol and other Drug Assistance Program & Psychiatric Services (CAPS)-also see previous page:

- Services include crisis intervention, individual therapy, group therapy, a variety of workshops, alcohol and other drug assistance programs, and psychiatric care (medication management)
- Can provide both consultations and referrals

Alcohol and Other Drug Assistance Program (ADAP), provides counseling and info for students who are concerned about their drinking or use of other drugs, or those of a friend or family

Let's Talk is available remotely via phone & video appointments; **confidential**. Call 848-932-7884, and leave a voicemail with your full name, phone #, and RUID.

Self-help resources, including **resources and workshops** on mindfulness meditation, guided relaxation, and stress reduction

INTERNATIONAL STUDENT RESOURCES

Rutgers Global-International Student and Scholar Services: A number of services to help students adjust to American culture are available through the center | 180 College Avenue, College Avenue Campus
Phone number: 848-932-7015