

Racism Reporting Process

**UNIVERSITY OF ALBERTA
FACULTY OF MEDICINE AND DENTISTRY
Anti-Racism Reporting Process**

Original Development Date: April 19, 2021

Most Recent Approval Date: June 27, 2022

Most Recent Editorial Date: June 22, 2022, April 16, 2024

Office of Accountability	FoMD Office of Professionalism & FoMD Office of Equity, Diversity and Inclusion
Office of Administrative Responsibility	FoMD Office of Professionalism & FoMD Office of Equity, Diversity and Inclusion
Approver	DEC
Scope	FoMD

Background

With our renewed focus as a Faculty on increasing equity, diversity and inclusion, there has been a need to create a comprehensive reporting process to address racist behavior in our academic community. This document seeks to create a standardized process, within the FoMD, for dealing with racism and discrimination. It is developed in conjunction with the existing [Anti-Racism Policy](#) at the FoMD (University of Alberta FoMD, 2021).

Formal Process

1. As stated in the existing Anti-Racism Policy, there is a **zero tolerance** for racism at the FoMD in **all its forms**. The FoMD is Committed to:
 - Protecting, advancing and ensuring the health/security of First Nations, Metis, Inuit, and Non-Status Persons who are protected by the Canadian Charter of Rights and Freedoms.
 - Protecting the advancement and health of Black Canadians who were historically marginalized, excluded and discriminated against in the Canadian context.

- Creating a safe, equitable and just environment for all Persons of Color who encompass various ethnicities, cultures, racial identities, and colonial legacies.
2. Any instance of **racism, individual racism, interpersonal racism, institutional racism, microaggressions, microinvalidations** or **structural racism** is in violation of the Anti-Racism Policy and is eligible for reporting. Definitions of the above mentioned terms can be referenced in the 'Definitions' section of this document. As referenced in the Anti-Racism policy, all members of the Faculty of medicine and dentistry are expected to report racism related incidents. All FoMD activities must comply with the Anti-Racism policy.
 3. **Racism/Racism Concerns at the FoMD will be dealt with using a "no wrong door policy"** ([University of Manitoba, 2020, pg.7](#)). Individuals with racism concerns ("The Reporter") may report to a supervisor or FoMD officer in their clinical, research or academic environment or may report racism incidents themselves through proposed reporting pathways. These pathways include but are not limited to:
 - Online Racism Reporting (link to be added)
 - The existing online FoMD professionalism/mistreatment reporting process
 - Direct report to any FoMD Officer (definition forthcoming)
 - Dean of Students
 - Direct report to the Office of Advocacy and Wellness
 - University of Alberta Office of Safe Disclosure and Human Rights
 - Use of the procedures at the University does not preclude a report to the appropriate law enforcement agency, professional governing body, or pursuing any other civil or other remedy available at law.
 - All individuals reporting can request a support person during the reporting process if they wish. This can include but is not limited to:
 - Elder in Residence
 - Assistant Dean of Equity Diversity and Inclusion
 - Office of Advocacy & Wellbeing
 - Learner Peer Support
 - Student Legal Services
 - Student Ombudsman Office
 - AASUA representative
 - NASA representative
 - Other Union Representation as appropriate
 4. All racism concerns will be collected in an electronic repository and will be acknowledged and received by the Triage Officer. Racism related incidents will be classed independently from other general professionalism concerns. Data from each of the reported incidents will be kept separately and retained.
 5. All racism concerns will be triaged by the Triage Committee, including both named and anonymous concerns.

6. Anonymous concerns will be forwarded to the Triage Committee by the Triage Officer. They will be confidentially logged and recorded in the electronic database.
7. Named racism concerns will be dealt with as follows:
 - The reporter will be contacted via phone/email or in person within three (3) business days by the on call Triage Officer.
 - Once logged, the Reporter and the Triage officer will have a confidential meeting wherein additional information about the concern is collected and documented.
 - After this initial meeting, the Reporter of the concern can choose to authorize the escalation of the named concern. This may include but is not limited to:
 - Formal discussion at the Triage Committee Meeting
 - Notification of the appropriate FoMD Officer, Supervisor or Chair through a formal and confidential letter
 - For Racism Concerns, an action plan will be a collaborative approach including the subject's appropriate chair or supervisor, the subject of the concern, the Office of Professionalism, and the Office of Equity Diversity and Inclusion. The goal is to deploy a comprehensive formative and restorative process that centers the individual reporting the concern. It will include (but is not limited to) the following:
 - The joint creation of a targeted action plan, involving the appropriate FoMD Officer/Supervisor/Chair, Office of Professionalism, and Office of Equity Diversity and Inclusion.
 - Completion of the Anti-Racism eClass to ensure cursory understanding of basic race theory and standards of behavior at the FoMD.
 - Logging of the concern on the subject's professionalism record
 - In the event that the racism concern is about delivered written communication or academic materials (i.e. curricular materials or research output), the action plan will concern the author of the material and will include editing/removal of the communication as appropriate.
8. In the event of **egregious racism** concerns, the following process will be initiated:
 - The Associate Dean Professionalism and Vice Dean Faculty Affairs will be informed immediately.
 - For Academic Faculty, Faculty Relations will be contacted at the time of receipt of the concern.
 - For Support Staff, Human Resources for the University of Alberta will be contacted at the time of receipt of the concern.
 - For Students, the Dean of Students will be contacted at the time of receipt of the concern.
 - Where there is **concern for serious potential impact to others** (ie: colleagues, peers, learners, public, patients) with regards to safety, mistreatment, or harassment, these will be dealt with on a case-by-case basis. Appropriate formal bodies will be consulted, preserving confidentiality. Intervention will be guided by consultations with the appropriate formal bodies, with accelerated levels of intervention as appropriate. These specific bodies are listed below and will direct any formal investigative/disciplinary processes.

- For the given egregious concern involving Staff or Faculty members, the concern will be referred to the appropriate governing body through the following processes:
 - In consultation with the appropriate FoMD Officer there is consideration of suspension of teaching privileges at the FoMD during investigation and/or coaching plan to minimize further harm to learners
 - Imposition of Disciplinary Processes through Article 7 letter to the Vice-Provost of the University of Alberta (university-related matter)
 - Submission to Health Authorities (AHS/Covenant) for clinical workplace matters
 - Initiation of a College complaint for matters related to professional practice and integrity (CPSA, Alberta Dentistry College, College of Registered Dental Hygienists of Alberta, Alberta College of Medical Diagnostic and Therapeutic Technologists, Medical Laboratory Technologists of Alberta)
 - Submission to the Office of Protective Services at the University of Alberta for investigation
- In the event that an Academic Staff member commits an egregious concern, escalation and sanction will be applied in accordance with Article 7 of the [Faculty Collective/Common Agreement](#)
- In the event that a Clinical Academic Colleague commits an egregious concern, escalation and sanction will be applied in accordance with the [Clinical Academic Colleague Procedure](#)
- In the event that an Student commits an egregious concern, escalation and sanction will be applied according to the existing [Code of Student Behavior](#)
- In the event that an Academically Employed Graduate Student commits an egregious concern, escalation and sanction will be applied in accordance with the [Graduate Student Assistantship Collective Agreement](#)
- In the event that a Non-Academic Staff member commits an egregious concern, escalation and sanction will be applied in accordance with Article 18 “Discrimination and Harassment Complaints” of the Common Provisions of the [NASA Collective Agreement](#)
- For those not mentioned in the above specified groups, escalation and sanction will be developed on a case by case basis.
- In the event of egregious racism concerns, there may be the initiation of formal investigations and actions with possible disciplinary and summative sanctions, including but not limited to: University of Alberta Faculty Agreement; Code of Student Behaviour; University of Alberta Discrimination, Harassment and Duty to Accommodate Policy; College of Physicians & Surgeons of Alberta (CPSA) Health Professions Act, Province of Alberta; Alberta Health Services Policy: Workplace Violence: Prevention and Response Policy; Medical Laboratory Technologists of Alberta, Complaints and Discipline; College of Registered Dental Hygienists of Alberta; Alberta College of Medical Diagnostic and Therapeutic Technologists; and Alberta Dentistry College (ADC), Health Professions Act.

Definitions

<u>FoMD</u>	Refers to the University of Alberta Faculty of Medicine & Dentistry.
<u>FoMD Activities</u>	Refers to any activity that occurs at the Faculty of Medicine and dentistry including but not limited to: <ul style="list-style-type: none"> • Any delivery of curricular material in any program in the FoMD • Any activity owned by or controlled by the Faculty of Medicine and Dentistry or on FoMD property • Any learning activity including practicums, clerkships and clinical education of any kind • Any research related activity including primary research practice, presentations, conferences, and related activities on and off campus • Any and all University-related social networking events affiliated with the faculty of medicine and dentistry • Any and all social media associated with the FoMD
<u>The Respondent</u>	The individual(s) who have been named in a racism related concern or a union or employer who has been named in a racism concern pursuant to existing University of Alberta policies.
<u>The Reporter</u>	Is defined as the individual(s) who believes they or someone else has experienced a racism related concern or a union or employer making a complaint pursuant to existing University of Alberta policies.
<u>FoMD Officer</u>	Any FoMD member is an official capacity as an academic, clinical or research leader. Includes the following positions: <ul style="list-style-type: none"> • The Dean of the Faculty of Medicine & Dentistry • The Senior Associate Dean of Dental Affairs • The Vice Deans within the FoMD • The Associate Deans within the FoMD • The Assistant Deans within the FoMD • Any Department Chair in the FoMD • The Chief Wellness Officer
<u>Members of the Faculty of Medicine and Dentistry (FoMD)</u>	Includes all academic staff and clinical colleagues, administrators and non-academic staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) as well as third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate students, graduate students, postdoctoral fellows and visitors to campus.
<u>Racism Concern</u>	Any report of a race related concern as per the definitions set out in this document and the FoMD Anti-Racism Policy. These concerns may be named or anonymous . These concerns may be firsthand or can be third party reports (i.e. observing an incident and reporting it or reporting racism in curricular materials). Racism concerns may be about interpersonal or institutional actions or about written and distributed materials such as curriculum, research output or FoMD affiliated communications.
<u>Egregious Racism Concern</u>	Any action deemed to be racial harassment, racial discrimination or racial violence, and any action that is seem to pose a direct risk to the credibility and integrity of the Faculty of Medicine and Dentistry. This also includes any

	<p>racism related concern that poses a risk of immediate and/or serious harm to others. This includes:</p> <ul style="list-style-type: none"> • Racially motivated assault of any kind • Publicly viewed and recorded use of racial slurs, racially discriminatory language/views, and any racist action of any kind • Any founded instance of racial harassment • Any founded instances of racial discrimination
<u>Race, Racism, Individual racism, Interpersonal racism, Institutional racism, and Structural racism</u>	Definitions can be found in the existing FoMD Anti-Racism Policy here .
<u>Racial Discrimination</u>	Refers to any action, whether direct or indirect, which excludes, restricts, or negatively distinguishes people based on Racial identity, Colour, National Identity, Ancestry, Place of Origin or Ethnicity (CRRF, 2020). It denies them the ability to fulfill their full potential and exercise the full scope of their inalienable human rights (CRRF, 2020).
<u>Racial Harassment</u>	Involves unwanted or unwelcome comments, conduct or behavior that humiliates, intimidates, excludes or isolates an individual or group by focusing on their race, ethnicity, origin or religion. Overall, racial harassment undermines self-esteem and is a violation of the dignity and security of the individual or group(s) that it targets. "The person(s) engaged in harassment need not have the intention to harass; it is the objective assessment of the circumstances that matters."(University of Alberta, 2012).
<u>Racial Violence</u>	Any form of violence deemed to be motivated by racial prejudice and hatred towards individuals.
<u>Microaggressions</u>	Everyday comments and actions that covertly uphold racist ideas, they range from slights, offhand comments and exclusionary activities to overt racist language and insults (University of Manitoba, 2020).
<u>Microinvalidations</u>	A form of microaggression wherein an individual's life experiences and personal narrative are dismissed or disregarded (Riel, 2019).
<u>Post-Doctoral Fellows</u>	Include individuals who are appointed as research trainees normally within five years from the completion of a doctoral degree or 10 years from the completion of a MD, DDS or equivalent.
<u>Supervisor or Chair</u>	Refers to the reporter or subject's direct academic or clinical superior who initiates and executes remediation plans in collaboration with the appropriate bodies/committees.
<u>Support Person</u>	Refers to a third party that can help provide emotional support to the Reporter during the process of reporting a racism related concern. This individual is a third party and is not considered a witness to the report nor are they considered a formal advocate for the Reporter.
<u>Student(s)</u>	Refers to a person who is or has been registered as a Student at the University whether or not for credit and includes current Undergraduate and Graduate Students, former Students, and graduates who have received a

	Degree, diploma or certificate from the University. (Code of Student Behavior).
<u>Graduate Student</u>	Any student registered full-time or part-time in a thesis or course-based program in the Faculty of Graduate Studies and Research at the University of Alberta (University of Alberta 2021).
<u>Academically Employed Graduate Student</u>	Refers to any graduate student formally employed in an educational capacity.
<u>Triage Committee</u>	Working Committee in the FoMD that reviews and processes concerns around racism and professionalism in the FoMD. Terms of reference can be found here .
<u>Triage Officer</u>	A working member of the Triage Committee. Membership can be found here .

References

1. [Anti-Racism Policy](#) [Internet]. University of Alberta faculty of Medicine and Dentistry. [Cited 2021 June 14].
2. [Disruption of All Forms of Racism](#) [Internet]. Rady Faculty of Health Sciences, University of Manitoba. University of Manitoba, 2020.
3. Henry, F., & Tator, C. (2006). The colour of democracy: Racism in Canadian society. 3rd Ed. Toronto, ON: Nelson.
4. [Systemic Racism](#) [Internet]. Canadian Race Relations Foundation. [Cited 2021Apr20].
5. [Institutional Racism](#) [Internet]. Canadian Race Relations Foundation. [Cited 2021Apr21].
6. Riel V. 'We've been thinking you were stupid all this time:' racial micro-insults and micro-invalidations in a rural Southern high school. *Race Ethnicity and Education*. 2019; 24(2):262–81.
7. [Discrimination, Harassment and Duty to Accommodate Policy](#). [University of Alberta, 2012](#).
8. [Classification of Professionalism Concerns and Levels of Intervention](#) [Internet]. University of Alberta. [Cited 2021Apr21].
9. [Graduate Student Assistantship Collective Agreement](#). University of Alberta, Graduate Students Association. [Cited 2021Oct31].
10. [Code of Student Behavior](#). University of Alberta. [Cited 2021Oct31].
11. [Post-Doctoral Fellows Policy](#). University of Alberta. [Cited 2021Oct31].
12. [FoMD Professionalism Triage Committee Terms of Reference](#). Faculty of Medicine and Dentistry, University of Alberta. [Cited 2021Oct31].

Creative Commons License

Racism Reporting Process © 2021 by Eniola Salami, Wayne Clark, Penny Smyth, Helly Goez, Delia Douglas, Wendy Brown, Sita Gourishankar, Sujata Chandra, Michael Van Manen, Patrick Lightning, Melanie Lewis, Lisa Purdy, Manjula Gowrishankar, Ramona Kearney, Safaa Bashir, Lisa Dublin, Janis Miyasaki, Evelyn Asiedu, Ayanna Rocke, University of Alberta Faculty of Medicine and Dentistry, University of Alberta Black Medical Students Association, University of Alberta Indigenous Medical and

Dental Students Association, University of Alberta Antiracism Commitment to Change Taskforce, University of Alberta Office of Safe Disclosure and Human Rights, University of Alberta Professionalism Triage Committee is licensed under CC BY-NC 4.0. To view a copy of this license, visit <https://creativecommons.org/licenses/by-nc/4.0/>