

Cleveland Institute of Music Community Standards Policy

Effective October 1, 2020



CLEVELAND
INSTITUTE OF MUSIC

Introduction

In order to better meet the Cleveland Institute of Music (“CIM” or “Institute”) imperative on Diversity, Equity and Inclusion. This policy is a mechanism for addressing issues of bias, harassment, cultural insensitivity, and discriminatory language/actions which do not meet the institution’s Community Standards.

Cleveland Institute of Music believes a diverse, equitable and inclusive environment leads to excellence in educating musicians and accomplishing the CIM mission and vision. CIM commits to developing and sustaining diversity, equity and inclusion in its recruitment, retention and programming practices and policies for students, and employees. Through individual and institution-level engagement, CIM fosters a culture that respects diversity across the broad human spectrum and establishes a climate of inclusion and equity for its community.

All members of the CIM community are to feel welcomed, valued, and respected regardless of their ethnicity, racial identity, religious and/or spiritual beliefs, gender, identity, sexual orientation, visible or non-visible physical and/or mental disability and political affiliation and/or beliefs. When an individual or group is disrespected or subjected to discrimination or other mistreatment because of a particular characteristic or their actual or perceived group membership, it has a negative effect on the entire campus community. Every student, staff and faculty member has a rightful place at CIM and reported incidents of bias-related behavior, violence, intimidation, bullying, harassment and hate will be addressed with the intention of seeking a resolution that strengthens our community and upholds its members in their diversity.

The Community Standards Policy is meant to help CIM community members understand the Institute’s Diversity, Equity and Inclusion imperative, set expectations for training and conduct, and provide a pathway for accountability. Through this policy, CIM will:

1. Establish a method for the reporting of perceived infractions of CIM Community Standards.
2. Provide a framework for effective strategies to interrupt implicit bias, microaggressions, privilege, and inequities.
3. Provide opportunities for all to be engaged in, and informed by inclusive and equitable strategies that create, maintain, and restore the community climate and culture of CIM.
4. Provide guidelines on how to increase cultural competency in all constituent members.

All members of the community are expected to conduct themselves in a manner that respects and upholds each member and does not infringe upon the rights of others. This policy applies to all members of the CIM community including students, faculty, staff, trustees and other Institute officials, whether full or part-time, and guest lecturers, volunteers, contractors, and visitors.

Community Standards and Principles

A commitment to uphold standards dedicated to personal and academic excellent is an essential part of the CIM Community. All members of CIM are expected to practice:

Inclusivity: We foster an environment where we embrace our differences, celebrate diversity, share our experiences, and value the individual and collective contributions we make to our community. We must refrain from discrimination against others on the basis of individual and group identities including, but not limited to, race, color, sex, sexual orientation, gender expression, religion, age, disability, national origin, creed and political views/associations.

Care: We create spaces that facilitates a sense of belonging and care. Provide a network of care by creating opportunities where students, staff and faculty can create meaningful connections. Members of the CIM community acknowledge the worth of all persons and share in the responsibility to maintain those safe conditions which support all community members' work and development.

Accountability: Share responsibility, care, wellness, respect, fairness, integrity, open communication, and dignity are expected and embraced in our community.

Respect: We promote a community that respects the dignity and worth of each individual. Behaviors that compromise or demean the dignity of individuals or groups are unacceptable. Individuals or groups in the CIM community can expect to be safe from physical, verbal and emotional abuse and all forms of hazing.

Excellence: We embrace challenges as opportunities for growth by engaging in initiatives that deepen our learning, broaden our knowledge, enhance our understanding of self and others, and enable us to make positive contributions to our communities.

Definitions

Bias: A tendency in favor of or against one thing, person or group compared with another, usually in a way considered to be unfair. All people exhibit implicit bias at conscious and unconscious levels.

Unconscious Bias:

- Form of stereotyping that is unintentional, automatic, and outside awareness
- "Unexamined" nature places onus for change on the person who harbors the bias

Implicit Bias:

- Form of stereotyping that begins to question the level of awareness: there is some level of examination of the bias
- Once an individual becomes aware of an internal, instinctive bias, it is no longer considered unconscious
- Responsibility is on the individual to examine, and counter, the bias

Bias-Related Behavior: Bias-related behavior broadly encompasses actions that may involve the use of images, language or behaviors that directly or indirectly demonstrate hostility or contempt toward a person or group on the basis of action or perceived identity. Discrimination, harassment and hate crimes are specific examples of types of bias-related behavior.

Cultural Competence: The ability to function effectively in the context of cultural differences; it requires an awareness of one's own privilege and a sense of humility and curiosity in one's interactions with others. Privilege is defined as a special advantage or entitlement, used to one's own benefit or to the detriment of others.

Dialogue: “Dialogue is a process of genuine interaction through which human beings listen to each other deeply enough to be changed by what they learn. Each makes a serious effort to take the other’s concerns into their own picture, even when disagreement persists. No participant gives up their identity, but each recognizes enough of the other’s valid human claims that they will act differently toward the other.” -*Sustained Dialogue Campus Network, Dr. Hal Saunders, Kettering Foundation*

Discrimination: Discrimination is conduct that involves inequitable treatment of a person based on that individual’s actual or perceived identity.

Diversity: The array of difference, both visible and invisible, that may affect human interactions.

Harassment: Harassment is conduct based on an actual or perceived identity that creates or contributes to a pervasively hostile or demeaning environment. Harassment includes behavior, speech, or writing that demeans or stereotypes individuals in a harmful way. Harassment deprives individuals of access to or full and free participation in the life of the Institute.

Hate Crime: (also known as a bias-motivated crime or bias crime) is a prejudice-motivated crime which occurs when a perpetrator targets a victim because of their membership (or perceived membership) of a certain social group or race.

Microaggressions: Everyday insults, indignities, and demeaning messages sent to historically marginalized groups of well-intentioned members of the privilege group who are often unaware of the hidden messages being sent.

Community Concerns Reporting

The purpose of a *Community Concerns Reporting System [CCRS]* is to allow any member of the CIM community to report actual or perceived mistreatment stemming from one's ethnic identity, gender identity/expression, skin color, religion, national origin, age, disability, sexual orientation, political affiliation and/or views, or other personality traits/identities.

The goal of the CCRS at CIM is to help educate and promote an inclusive community by supporting students and employees through a clear and more streamlined process for reporting incidents perceived as mistreatment, cultural/ethnic insensitivity and bias and to engage in discourse with those reported to promote greater understanding of the impact of their words and/or actions.

Everyone is encouraged to report incidents of perceived mistreatment, cultural/ethnic insensitivity, or bias (hurtful behavior/action) directed toward an individual or group via the CCRS.

CIM Process for review of Community Standards infractions

Any CIM student, staff, and/or faculty who has knowledge of or has experience a bias incident, on or off campus, is encouraged to complete a [Community Standards Incident Report](#). This report may be completed anonymously, but complainants and/or witnesses should be aware that filing an anonymous report significantly limits the ability of CIM to follow up or investigate the incident. Bias-Incident reports are reviewed by the Senior Director of Human Resources.

If an incident involves a possible crime, the complainant or witness, should also go directly to the police or other civil rights agencies.

Violations of CIM's community standards will be investigated and adjudicated by the following:

- Students – Student Affairs in cooperation with the Dean's Offices and/or Preparatory Office
- Faculty – Dean's Office in cooperation with Human Resources
- Staff – Human Resources in conjunction with the employee's supervisor/manager.

Outcomes and Sanctions

The disciplinary procedures, when required, should be a means to both uphold the Institute's expectations and also be an educational process. The standard of proof for findings of responsibility is that the preponderance of evidence indicates responsibility for violation of this policy.

All parties will be informed in writing of the outcome of any investigation or subsequent conduct findings. CIM will strive to provide simultaneous notification to all parties. In the event that the respondent(s) have violated a policy, the complainant will be informed of any sanctions that are directly related to the complainant (e.g. no contact order, suspension of the respondent, etc.).

If a policy violation is found, the sanctions will be based on the nature of the incident; any prior conduct violations; sanctions resulting from prior, similar cases; and any other relevant facts. Possible sanctions will be based on the current policies in the Employee Handbook (faculty & staff) and Student Handbook.

If the policy violation is found to be related to Title IX, the process of Title IX will be followed.

Additional Issues & Information

Prevention, Education, and Awareness Programs

Cleveland Institute of Music provides programming and educational activities to its students, faculty, and staff throughout the academic year. These include orientation programs, Residence Life programs for first- and second-year undergraduates, sessions in the Freshmen Colloquium course, faculty/staff discussion groups, and the ongoing development of a Bystander Intervention Program open to all in the CIM Community.

Intention vs. Impact

The fact that someone did not intend to engage in biased or discriminatory speech and behavior is not considered a sufficient explanation or defense for such a complaint. In some instances, cultural differences may play a role in the interpretation of speech or behavior, by either the complainant or respondent, which may result in a complaint of biased and discriminatory misconduct. It is expected that all members of the CIM community are knowledgeable about what constitutes misconduct under this policy. Although the respondent's perceptions will be considered, in most cases it is the effect and characteristics of the behavior on the complainant and the greater CIM community, and whether a reasonable person in a similar situation would find the conduct offensive that determines whether the behavior constitutes an infraction of CIM's code of conduct.

Academic Freedom

Cleveland Institute of Music adheres to the principles and traditions of academic freedom. As stated in the Faculty Handbook, academic freedom is a right of all members of the CIM faculty and applies to Institute activities including teaching and research. Each faculty member may consider in his or her classes any topic relevant to the subject matter of the course as defined by the appropriate educational unit.

While principles of academic freedom permit topics of all types, including those of ethnic identity, gender identity/expression, skin color, religion, national origin, age, disability, and sexual orientation, Cleveland Institute of Music also recognizes, however, that these freedoms must be in balance with the rights of others to not face bias and discrimination.

To be part of courses, lectures, and other academic pursuits, if there are questions about whether the course material or the manner in which it is presented falls within the definition of biased and/or discriminatory, the concerned party(s) should contact the Chief Academic Officer and Dean of the Conservatory, Associate Dean or Executive Director of Preparatory.

Confidentiality

Complainants have the right to request confidentiality of a complaint of actual or perceived mistreatment. The responsibility of the CCRS is to weigh requests for confidentiality against the need to investigate and protect the university community. The CCRS will attempt to keep complaints private to the extent possible and consistent with legal requirements and/or the Institute's requirement to investigate allegations and take appropriate action.

In order to protect the integrity of the inquiry, investigation, and resolution through the use of this process, all parties and witnesses are expected to maintain the confidentiality of the process. However, confidentiality is not required if disclosure is required by law, or if disclosure is necessary to report a crime or violation of law or to engage in concerted activity regarding terms or conditions of employment, or in relation to the right of a student respondent or complainant to re-disclose the outcome of the process under FERPA and/or Campus Crime Statistics Act (Clery Act) laws.

Retaliation

Retaliation against persons raising concerns about the violation of Community Standards, against a person initiating a complaint, or against a witness or any person cooperating in the process is prohibited and will constitute separate grounds for disciplinary action. Retaliation is the act of taking adverse action against a complainant, a respondent, or any other person involved in this policy's process based on the person's reporting or participation in this policy's process. Retaliation includes behavior on the part of the respondent or the complainant and other related persons including, but not limited to, acquaintances, friends, and family members. Although CIM will take independent disciplinary action against anyone engaging in retaliation, the complainant and the respondent are responsible for discouraging such actions and will also be held responsible to the extent of their involvement in the retaliation.

An individual who believes they have experienced retaliation should complete a Community Standards Incident Report and CIM will investigate the complaint. If CIM determines that evidence exists to support that retaliation occurred, appropriate action will be taken regardless of the outcome of the underlying community standards complaint. This may involve referral of the retaliation concerns to another Institute process for resolution.