

EEB guidelines for invited speakers

These guidelines aim to make the EEB department a more inclusive space, specifically with regards to sexual and gender-based misconduct.

All members of the EEB department, including visiting scientists, will read and comply with the University of Michigan's Sexual Misconduct Umbrella Policy (<https://sexualmisconduct.umich.edu/umbrella-policy/>).

Information regarding possible violations of the U-M Sexual Misconduct Umbrella Policy (<https://sexualmisconduct.umich.edu/umbrella-policy/>) by an EEB member or visitor to the UM campus or at official departmental events and activities off campus, including field work, will be directed to the UM Office of Institutional Equity, as required by the Umbrella Policy. Under the new guidelines, all PIs in the EEB department are responsible employees that are required to report allegations of prohibited conduct under the U-M Umbrella Policy, if, for example, the conduct may create a hostile environment for students while the visitor is on campus. Please see Section III of the U-M Umbrella Policy for more details (<https://sexualmisconduct.umich.edu/umbrella-policy/>).

As part of the hiring (employees) and recruitment (students) process, individuals undergo the University background check or Rackham Graduate School screening process. External seminar speakers and EEB department members without official positions at the university, including visiting scientists, do not undergo this screening step. Hence, these guidelines lay out steps to preempt visits by individuals with known recent behavior that breaches our code of conduct. It also addresses how to handle allegations of such past conduct and how to handle situations in which a visitor, who has either breached the code of conduct during their time at UM or has a past or pending allegation, is already on campus:

(A) To ensure everyone is aware of who will visit our department, the seminar committees will send to the department, prior to making the official invitations, the list of external speakers that have been nominated for that academic year (Thursday seminar: list sent in April/May; Friday RMC: external speakers list sent in April/May; Tuesday lunch seminar: external speakers list sent in August). In addition, updates to the schedule will be communicated as soon as they become available, with a minimum of 24 hours for people to provide input before the official invitation is made. All members of the department will be alerted when the lists are updated by sending an email to eeball@umich.edu.

(B) For 2 weeks after announcing the nominated list of speakers, EEB community members have the opportunity to read and react/respond to this list to raise issues of concern. After this time, the seminar committees will proceed to invite the nominated speakers unless concerns have been brought up. These concerns should be communicated directly to the EEB Chair, the EEB Diversity committee, or members of the EC committee, or via the anonymous dropbox. Any late additions to the schedule

should be subject to the same protocol, with at least 24 hrs review period prior to sending an invitation for expedited invitees.

(C) In the case there is a complaint about one of the nominated speakers, the invitation is put on hold while an ad hoc inquiring committee will be formed that will comprise the EEB Chair, two members of the Executive committee, and two members of the EEB Diversity committee. This committee will collaboratively evaluate further steps based on available information, on a case by case basis, and to the best of their abilities, based on the guiding principles of (i) independent confirmation that the allegation is substantiated by having the Chair call the Chair of the speaker's department, (ii) severity of the substantiated allegation, (iii) time since the alleged event took place, and (iv) an assessment of the likelihood that the nominated speaker represents a threat to our community. The committee will then decide whether or not to approve the invitation. If the home institution confirms the allegation, the nomination to invite the speaker will automatically be rejected.

(D) In case an allegation is made after the speaker has already been invited, a similar ad hoc committee composed of the Chair, 2 members of the EC, and 2 members of the Diversity committee will decide together what the optimal course of action is, following the guidelines in (C) which can include withdrawing the invitation, or, in case the speaker is already on campus, cancellation of the seminar. Advice on whether to cancel and how to communicate this cancellation to the public will be obtained from the UM Office of the General Counsel (<http://www.ogc.umich.edu>; 734-764-0304; ovpgc@umich.edu). Any sexual misconduct while on campus will be handled according to UM policy (<https://sexualmisconduct.umich.edu/umbrella-policy/>).

(E) The host or seminar committee member who is inviting the speaker will refer to the UM Umbrella policy in the letter of invitation with explicit language regarding the requirement to adhere to those policies as a condition of their visit.