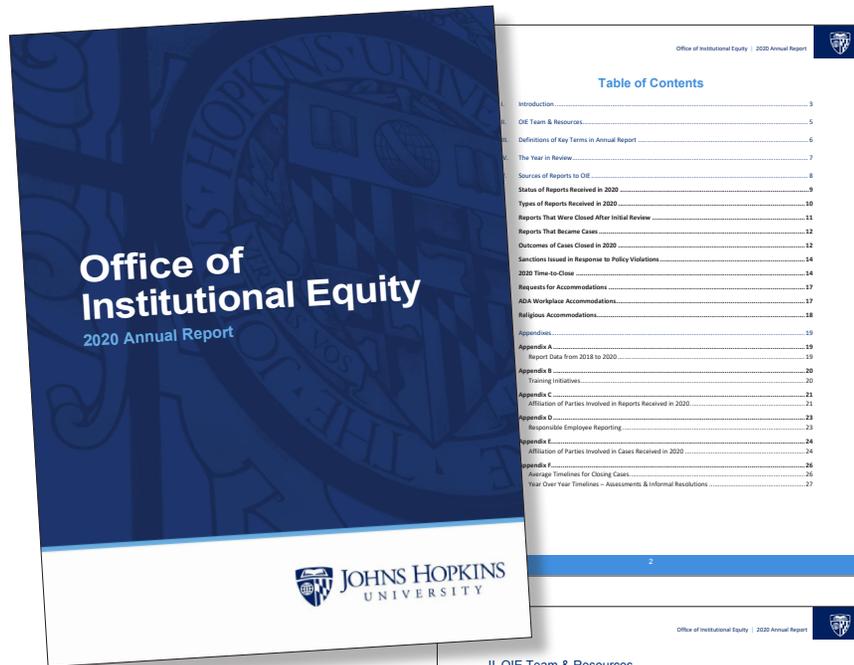


# JHU Central Report Template At a Glance:



Office of Institutional Equity | 2020 Annual Report

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## II. OIE Team & Resources

We have 15 full-time employees on the OIE team. In addition to the vice provost and the assistant vice provost/Title IX officer, we have seven equity compliance investigators, an ADA compliance officer, and five other key staff members who support the work of our office. All our investigators and our ADA compliance officer are attorneys, licensed to practice law in one or more states. For detailed information on our staff, including our biographies, please visit our website: [oie.jhu.edu/contact-us/office-staff/index.html](https://oie.jhu.edu/contact-us/office-staff/index.html)

OIE's work is also supported by a community of university partners that provide resources and support to students, faculty, and staff who have concerns about sexual misconduct, discrimination, harassment, and retaliation. Some of these resources are listed below.\*

<p><b>JHU Student Health and Wellness Center</b> 410-516-8270 <a href="https://www.jhu.edu/health-center">www.jhu.edu/health-center</a> Provides high-quality, confidential health care to Homewood and Peabody students</p> <p><b>JHU Sexual Assault Hotline</b> 410-516-7333 Provides confidential assistance to students affected by sexual assault, relationship violence, and/or stalking</p> <p><b>JHU Counseling Center</b> 410-516-8278 Provides emotional support and assistance for mental health needs for Homewood and Peabody students</p> <p><b>mySupport</b> 443-867-7000 <a href="https://oie.jhu.edu/contact-us/office-staff/support-program">oie.jhu.edu/contact-us/office-staff/support-program</a> Provides professional, confidential, short-term counseling to faculty, staff, and their immediate family members</p> <p><b>University Health Services (UHS)</b> 410-665-3200 <a href="https://uhs.jhu.edu">uhs.jhu.edu</a> Provides medical, mental health, and wellness services to students, residents, fellows, trainees, and their immediate family members on the Johns Hopkins East Baltimore campus</p>	<p><b>Speak2Us/Ethics &amp; Compliance Helpline</b> 1-844-SPEAK2US (1-844-773-2528) 24/7 Helpline to report concerns about unethical or illegal acts that are detrimental to JHU and harmful to patients, students, faculty, staff, and visitors</p> <p><b>Campus Safety &amp; Security</b> 410-516-4900 (Campus Security) 410-516-7777 (Campus Police) <a href="https://campus.jhu.edu">campus.jhu.edu</a> On-campus safety alerts and other safety concerns</p> <p><b>Student Assistance Program (JHSAP)</b> 443-287-7000 <a href="https://jhsap.org">jhsap.org</a> Provides support to graduate students by helping to manage life challenges and enhance emotional well-being</p> <p><b>Accommodation Requests Student Disability Services</b> <a href="https://oie.jhu.edu/ada-compliance/requests-disability-services">oie.jhu.edu/ada-compliance/requests-disability-services</a></p> <p><b>Employee Accommodations</b> <a href="https://oie.jhu.edu/ada-compliance/requests-employee-accommodations">oie.jhu.edu/ada-compliance/requests-employee-accommodations</a></p> <p><b>Religious</b> <a href="https://oie.jhu.edu/religious-accommodations/">oie.jhu.edu/religious-accommodations/</a></p>
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\*For additional confidential resources—both on and off campus—visit OIE's website: [oie.jhu.edu/contact-us/office-staff/index.html](https://oie.jhu.edu/contact-us/office-staff/index.html)

Office of Institutional Equity | 2020 Annual Report

## I. Introduction

Greetings to the Johns Hopkins community and thank you for your interest in our annual report. The Office of Institutional Equity (OIE) welcomes this opportunity to share information about the work performed in our office. Our annual report illustrates our efforts and ongoing commitment to the university community to foster an environment that is inclusive, respectful, and free from discrimination, harassment, and sexual misconduct.



MESSAGE FROM:  
Shannon Shumpert  
Vice Provost  
Institutional Equity

The year 2020 was unique for many reasons. We received 593 reports to our office—a significant drop from 2019 when we received 634 reports.<sup>1</sup> Of the 593 reports, 29% involved allegations of discrimination or harassment based on a protected class, such as race or religion, while 37% alleged some form of sexual misconduct.<sup>2</sup> We attribute the decrease in reports to the COVID-19 pandemic and to the transition, beginning in mid-March 2020, of the majority of our community (both students and employees) to working and learning remotely. This change forced us to make some changes to our workflow and to adopt new processes. Like the rest of the world, we made our meetings virtual—including our interviews and depositions. Our staff rose to the occasion and quickly settled into performing their work 100% off campus.

<sup>1</sup> See Appendix A for report data from 2019-2020.  
<sup>2</sup> 3% of reports included both allegations of sexual misconduct and allegations of discrimination or harassment. The remaining 9% did not include allegations covered by OIE policies, and these matters were promptly routed to the appropriate offices for handling.

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## Reports That Became Cases

When a report meets our minimum criteria, as articulated above, it becomes an OIE case and is assessed for further action by appropriate OIE staff members. We make every attempt to identify the most efficient and appropriate means to resolve OIE cases. We also explore whether informal resolution is appropriate, or if we need to conduct a formal investigation where we interview parties and witnesses to obtain more information and evidence.

Of the 593 reports OIE received in 2020, 274 (46%) became OIE cases that were ultimately assessed, informally resolved, or formally investigated. Of those 274 cases, 89 (32%) were related to sexual misconduct, and 185 (68%) were related to protected-class discrimination and/or harassment.

## Outcomes of Cases Closed in 2020

During 2020, OIE closed 340 cases of sexual misconduct and protected-class discrimination or harassment following an assessment, an informal resolution, or a formal investigation. Of these, 103 were received in 2019 but remained open for some portion of 2020, so they are counted in 2020. There were 196 cases (58%) closed via assessment, 112 cases (33%) closed via formal investigation, and 32 cases (9%) informally resolved.

As shown in Table D below, most OIE cases in 2020 did not result in a finding of discrimination, harassment, or sexual misconduct. It is important to note here that when OIE investigators uncover conduct that is inappropriate or unacceptable but does not violate JHU's sexual misconduct or discrimination and harassment policies, OIE informs the relevant university department or authority (such as Human Resources, Student Conduct, or a department official) and recommends specific follow-up actions.

	Total Cases Closed in 2020	Number of Cases Closed with OIE policy violation	Number of Cases Closed with OIE recommendation
Assessment	196	N/A	62
Informal Resolution	32	N/A	28
Investigation	112	26	43
<b>TOTAL</b>	<b>340</b>	<b>26</b>	<b>133</b>

In 109 of the 340 cases closed in 2020 (47%), OIE either made a policy finding or made one or more recommendations. OIE recommendations typically included addressing the problematic conduct under other applicable (HR or departmental) policies, mandated diversity or anti-discrimination training, recommendations as to supervisory structure or management practices, and/or other forms of training or retraining, coaching, and counseling. Notably, 50 cases (15%) closed in 2020 resulted in OIE facilitating a one-on-one educational conversation with the respondent.

Designed with editability in mind so multiple subject matter experts can contribute in updates (without graphic design software, or custom typefaces) and preserves editability for annual updates.

This guide shows examples where this template was used to format the OIE Annual report.

- Ensures the PDF online will meet Federal Higher-Education and [JHU accessibility commitment](#) best practices to have charts and images tagged with ALT text to ensure content can be understood by screen readers.

Screen grabs may look different depending on PC/MAC and version of Microsoft in use. These photos are based on MAC Microsoft 365

## Styles and section breaks:

The screenshot displays the Microsoft Word interface for a document titled "2020 OIE Annual Report EDITED\_v2". The left-hand side shows a detailed table of contents, which is circled in blue. The main content area features a large blue header with the text "Office of Institutional Equity" and "2020 Annual Report". The right-hand side shows the "Styles" pane, also circled in blue, with "Heading 1, Heading 1 (w. #)" selected. The current style is "Normal + 18 pt, Bold, Custom Color(RGB(65,143,22:))".

Styles in the file have been adjusted to offer 3 levels of hierarchy for headlines (HEADING 1; HEADING 2 and HEADING 3). These styles are sync'd to the document structure to ensure clear hierarchy comes through visually and carry through as sections are updated annually.

A consistent style has been set for BOLD SUBHEADS and BODY TEXT to keep those fields consistent as well.

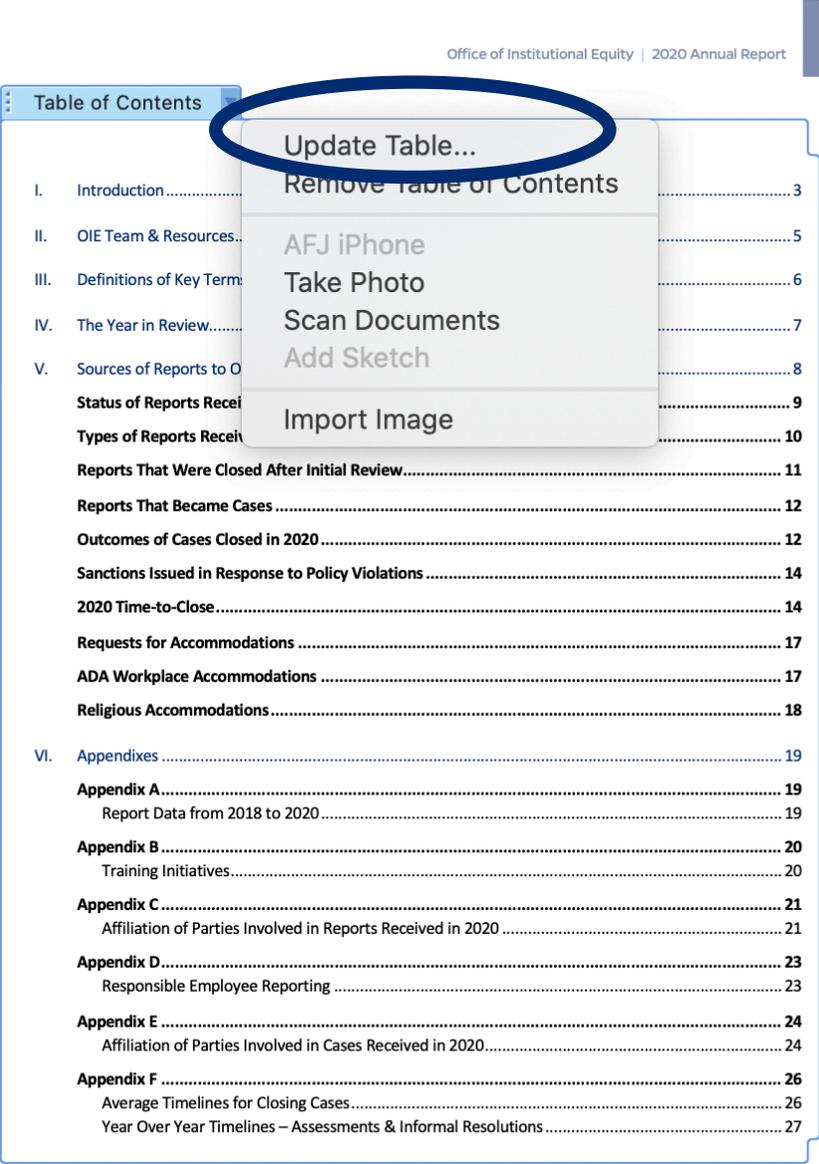
All styles are set with default fonts (Arial) that are available in all versions of Microsoft Word.

### **LEARN MORE:** **Microsoft tutorial applying and customizing styles:**

<https://support.microsoft.com/en-us/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563>

<https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109>

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Update Table...  
Remove Table of Contents  
AFJ iPhone  
Take Photo  
Scan Documents  
Add Sketch  
Import Image

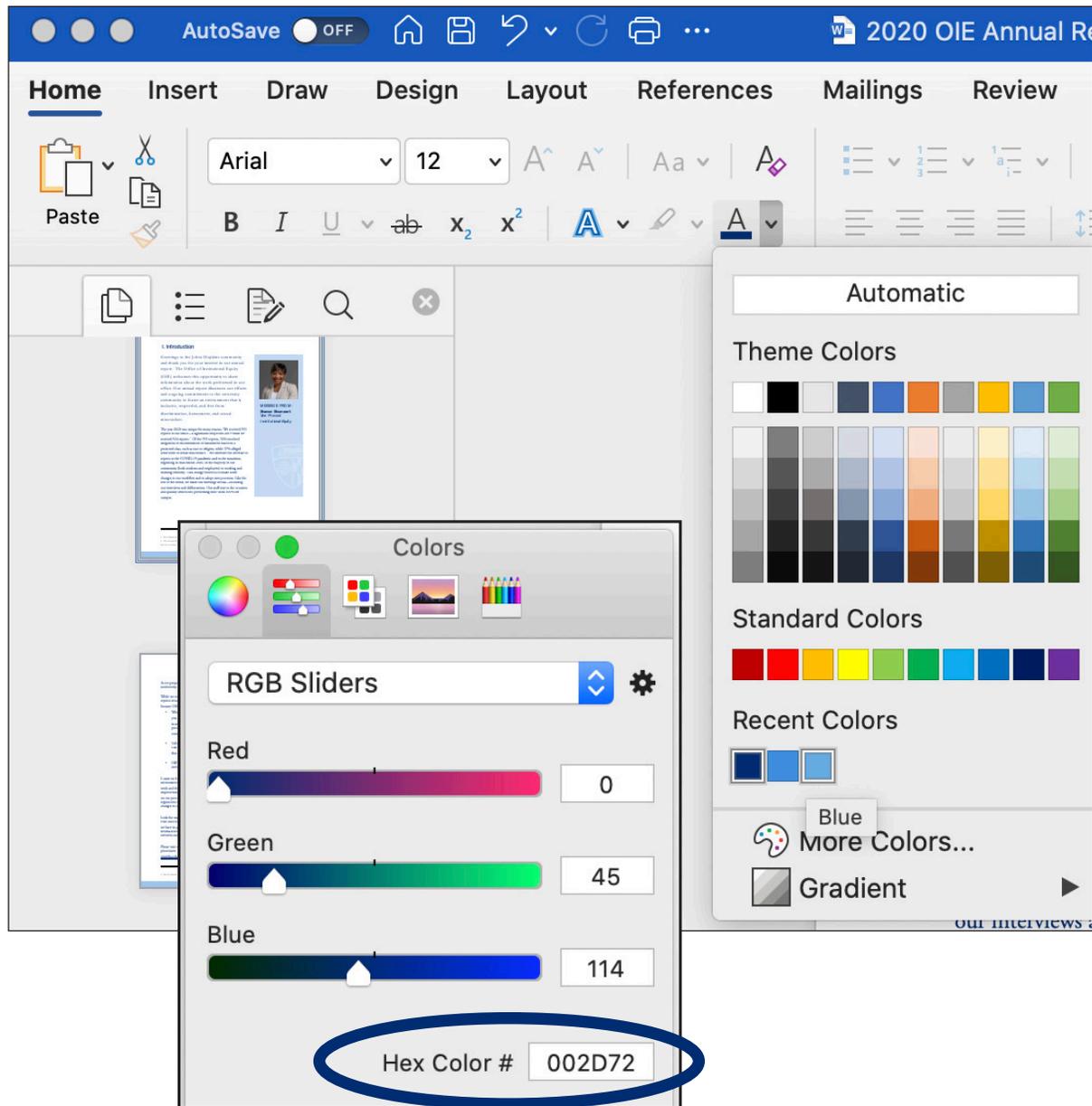
Using the reference feature for the table of contents ensures a quick way to keep your table update to date as section names update and page numbers shift with the click of one button.

### LEARN MORE:

**Microsoft tutorial on automated table of contents feature:**

<https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0>

## Colors from JHU Brand Palette: integrated into set styles for another branded accent



Styles have been adjusted to use our official JHU Brand colors where possible. Shades of Blue have also been incorporated into the header/footer elements.

Additional colors can be added if needed by adding the HEX # shown below. Additional brand colors noted on our brand site linked below.

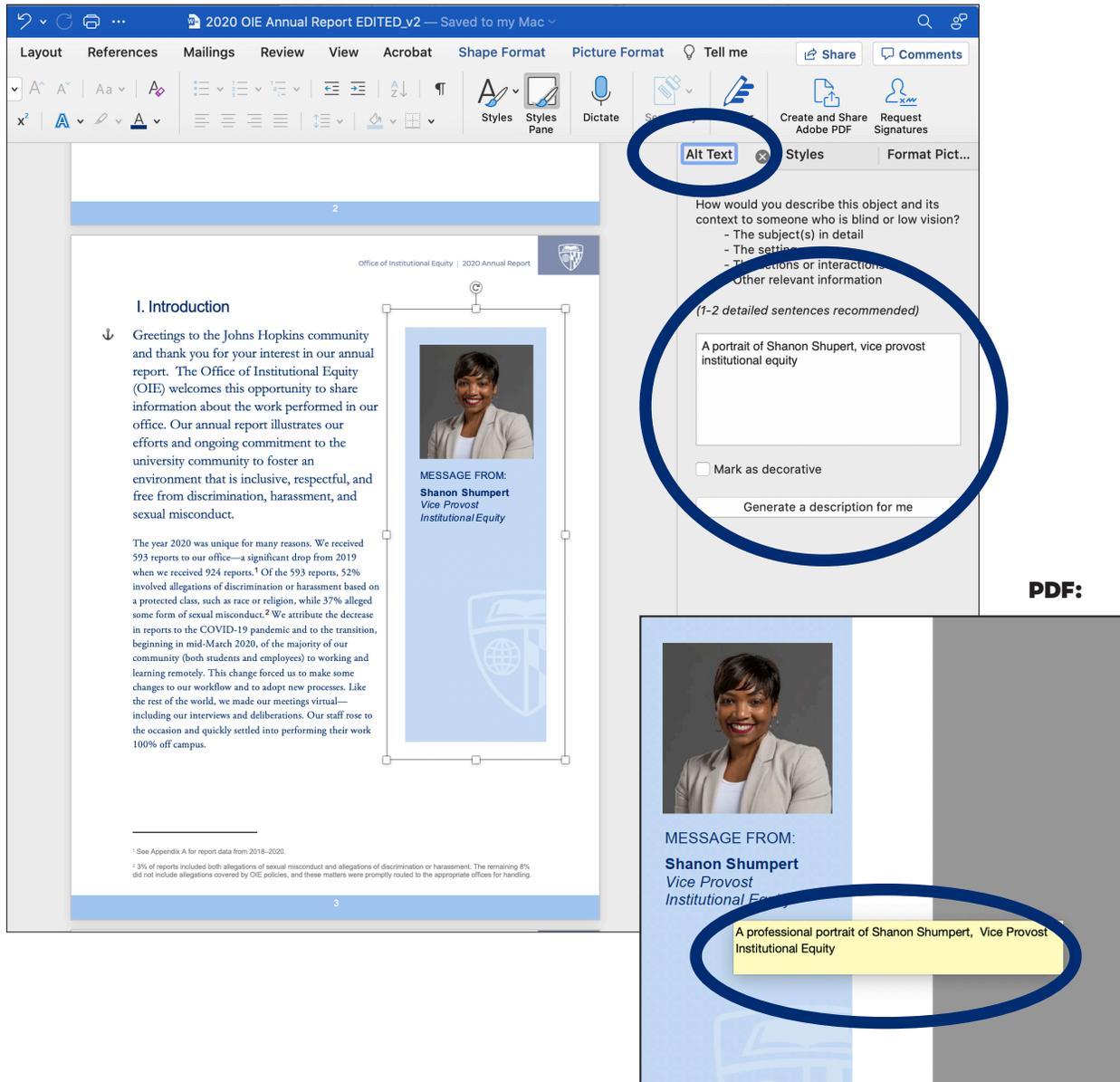
### LEARN MORE:

#### JHU Color Hex Color #s

- Heritage (Dark) Blue: #002D72
- Spirit (Light) Blue: #68ACE5
- Medium Blue: #0072CE

**More JHU Color Hex Color #s**  
[brand.jhu.edu/color/](http://brand.jhu.edu/color/)

## Ensuring your document is accessible: important to add alt tags if images are updated



The screenshot shows the Microsoft Word interface with the 'Alt Text' pane open. The pane contains the following text:

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

A portrait of Shanon Shupert, vice provost institutional equity

Mark as decorative

Generate a description for me

The image in the document is a professional portrait of Shanon Shupert, Vice Provost of Institutional Equity. The alt text in the PDF version is highlighted in yellow.

PDF:

As part of the JHU accessibility commitment it is important we enter alt. text any time a photo or graphic is embedded into a layout. This ensures people viewing your report with a screen readers will be able to discern the content.

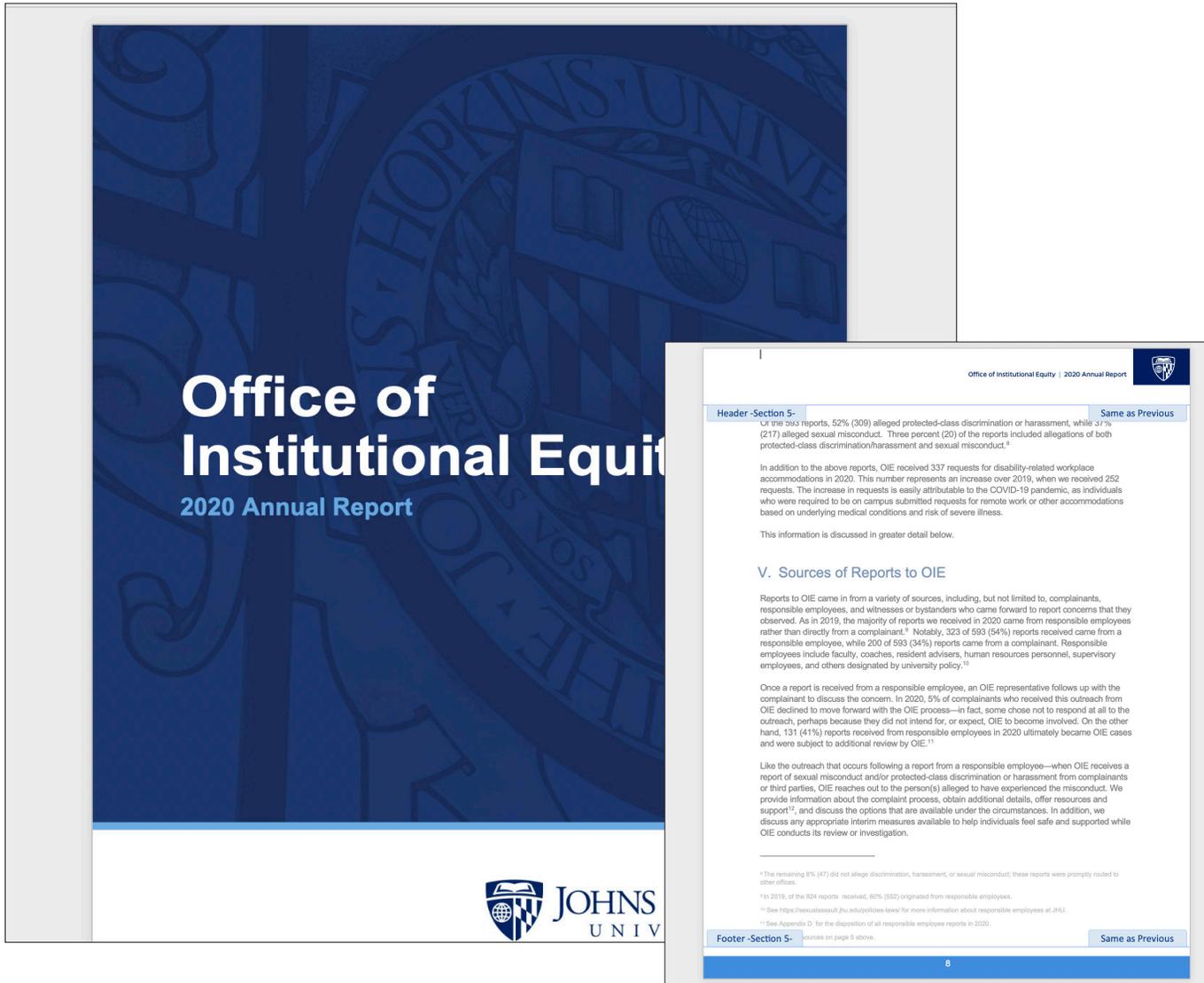
Alt tags will appear in the PDF as shown below on the yellow field and can be read by devices as needed.

### LEARN MORE:

**Microsoft tutorial on alt text:**  
<https://support.microsoft.com/en-au/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2>

**JHU Accessibility commitment:**  
<https://accessibility.jhu.edu/electronic-information-technology/>

## Branded Elements: Cover Background Image, Interior Headers and Footers



The design has been set up with ease of use as a priority and therefore limited decorative graphic and image elements to a minimum.

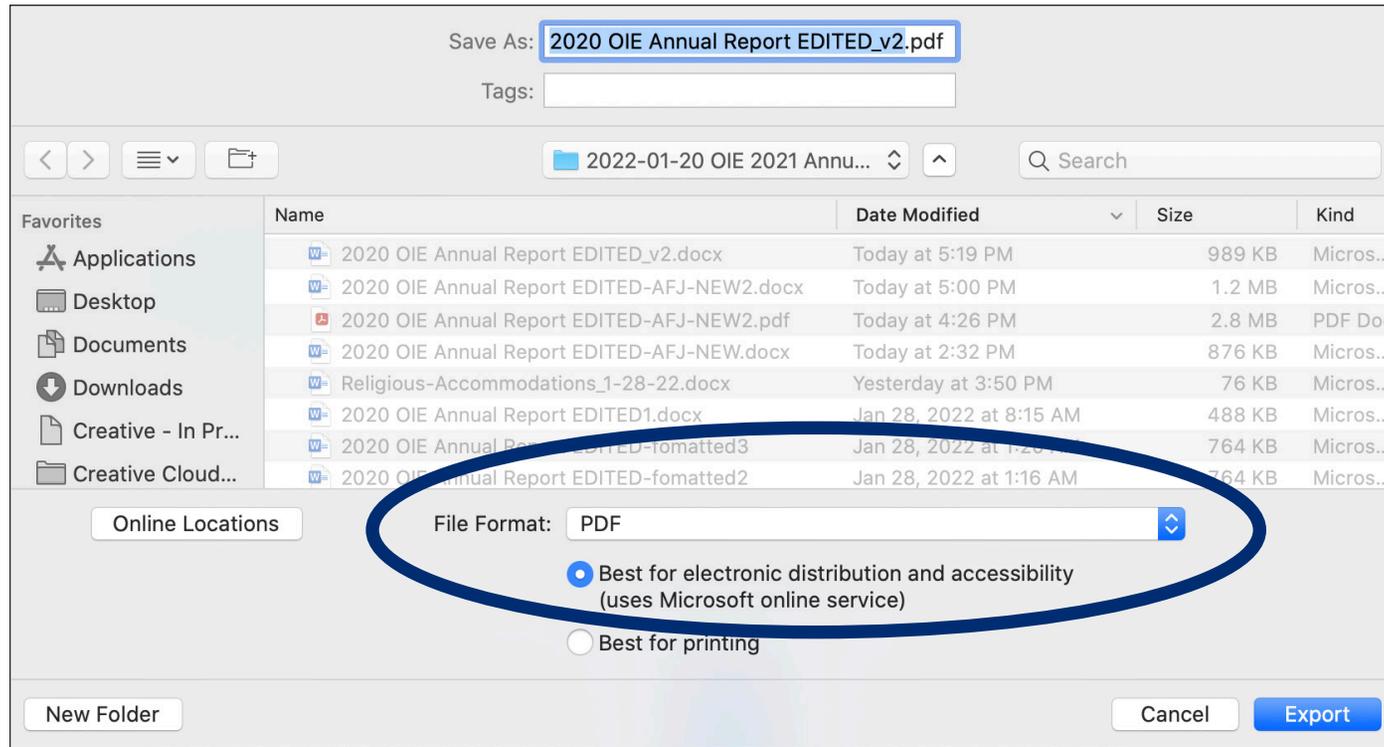
When used graphic elements are integrated as images and positioned to float behind the text to allow for text to be edited easily directly in Word.

Header and footers have been tailored to incorporate accent colors from our brand palette.

The header text (with the report year) in the top right corner can be edited directly in word by clicking into the header field. Note that headers are linked from section to section so it's important to apply updates to all sections.

## Saving your word doc as a PDF for digital distribution:

Remember to select “Best for electronic distribution and accessibility” below the file format drop down



### This will keep your links active.

Selecting this option will ensure all your hyperlinks to websites as well as internal links (ex. from the table of contents to the respective page in the document) will be retained into the PDF document.