Dean’s Advisory Committee

October 2022

Purpose: The purpose of the committee is to have a diversified and representative group of stakeholders provide input to the dean on issues that are of consequence for Olin, so that the decisions made by the dean reflect the views and wisdom of these stakeholders. The goal is to make this part of the decision-making process more inclusive and thoughtful. This committee will consider, process and address only issues or complaints that require a decision by the dean. All other complaints or issues will be handled by appropriate committees and their respective processes. This is a key advisory committee to the dean and, as such, has a direct reporting relationship. This is not meant to replace the purpose of any other school or university committees. Please see below for a list of other resources.

Scope: This committee targets appropriate and equitable resolution to:

- Student complaints about the school and its programs that are not covered by committees listed below.
- Staff complaints regarding students that require a decision by the dean. Staff complaints may be referred to the Olin Professional Code of Conduct process based on the circumstances.
- Issues that are ultimately referred for decision by the dean after a review by other university committees, Olin’s Academic Integrity and Professional Code of Conduct Committee, or Program Curriculum committees.

Committee Structure

- Reports to the dean
  - Chaired by a senior Olin faculty member
- Members will include
  - Senior associate deans of undergraduate and graduate programs
  - One student from each Olin full-time program: MBA, BSBA, SMP, PhD
    - For BSBA, MBA and SMP, we will select students who are in leadership roles or whom the senior leader of the specific program designates.
  - Two tenured faculty members
  - One teaching track faculty member
- Other members (optional based on the issue)
Faculty chairs of BSBA, respective Graduate Program, and Doctoral committees

Current Committee Members

- Chair: Panos Kouvelis (SCOT)
- Tenured faculty
  - Anne Marie Knott (STRAT)
  - Richard Frankel (ACCT)
- Teaching faculty
  - Clive Muir (MGMT & COMMS)
- Degree Programs
  - Paige LaRose, senior associate dean of undergraduate programs, or delegate
  - Senior associate dean of graduate program, or delegate
  - Jessica Hatch, associate director of doctoral admissions
- Students
  - Riley Thompson, BSBA, Olin Business Council President
  - Sam Amorin, FT MBA student and Graduate Business Student Association president
  - Zhijian Chen, SMP Council President
  - PhD student to be chosen by associate director
- Curriculum chairs, as needed

Process

- For student or faculty, the process will start by contacting an academic advisor or senior program lead.
- For staff, the process will start by contacting a department lead or Olin human resources.
- If an issue falls under the jurisdiction of an existing university or school process, it will be referred to the appropriate resource.
- A committee meeting will be scheduled in an expedient manner to provide timely input. The committee will act as quickly as possible based upon the issue. The committee will act in the needed time to review all the necessary information and seek input prior to formulating a recommended solution or decision to the dean.
- Affected individuals will be given the opportunity to present their perspectives on the issue.
- The committee may follow up with questions or interview others affected by the complaint.
- The committee will recommend (in writing) a course of action to the dean.
• The dean will recommend to the committee how communication to relevant individuals should be handled.
• Beyond the issue management of this committee’s scope, the dean will also receive readouts about monthly meetings involving students and their concerns as a post-mortem. Understanding the trends in issues can provide proactive advice to the dean about potential policies and procedures to reduce the reoccurrence of similar issues.
• In addition, the dean will also receive an annual report that includes suggested proactive policies and procedures for issues that may be consistently arising.

**Expedited process:**

The chair of the committee has the discretion to use an expedited process if the issue is deemed sufficiently time sensitive that it needs to be resolved quickly. In this case, the committee chair has the discretion to assemble only a subset of the committee (depending on availability of committee members and the nature of the issue at hand) either in person, by Zoom or some hybrid option, to process the complaint, have the necessary analysis and discussions and make a recommendation to the dean. This will ensure that urgency of resolution is not a reason to not utilize the committee.

**Existing processes and committees**

- **University Code of Conduct:**
  - **Scope:** This code applies to the following members of the Washington University community: (a) individuals who are paid by Washington University when they are working for the university—including faculty and staff; (b) consultants, vendors and contractors when they are doing business with the university; and (c) individuals who perform services for the university as volunteers. The Code of Conduct refers to all these persons collectively as "members of the university community" or "community members."

- **Title IX (student):**
  - **Scope:** These processes apply to formal complaints that a student has engaged in conduct prohibited by Title IX ("Prohibited Conduct"), defined as conduct on the basis of sex that occurs in an “education program or activity” against a person in the United States, and that satisfies one or more of the following:
    - A university employee conditioning the provision of an aid, benefit or service of the recipient on an individual’s participation in unwelcome sexual conduct;
Unwelcome conduct by an employee determined by a reasonable person to be so severe, pervasive and objectively offensive that it denies a person equal educational access; and/or

Any instance of the following conduct, as defined by the Clery Act: sexual assault, stalking, dating violence or domestic violence.

- **Title IX (faculty):**
  - **Scope:** These processes apply to formal complaints that a faculty member has engaged in conduct prohibited by Title IX (“Prohibited Conduct”), defined as conduct on the basis of sex that occurs in an “education program or activity” against a person in the United States, and that satisfies one or more of the following:
    - A university employee conditioning the provision of an aid, benefit or service of the recipient on an individual’s participation in unwelcome sexual conduct;
    - Unwelcome conduct by an employee determined by a reasonable person to be so severe, pervasive and objectively offensive that it denies a person equal educational access; and/or
    - Any instance of the following conduct, as defined by the Clery Act: sexual assault, stalking, dating violence or domestic violence.

- **University Student Conduct Code**
  - **Scope:** The University Student Conduct Code sets forth community standards and expectations for Washington University students. These community standards and expectations are intended to foster an environment conducive to learning and inquiry. Freedom of thought and expression is essential to the University’s academic mission. Respect for different points of view is essential. Nothing in this Code should be construed to limit the free and open exchange of ideas and viewpoints, even if that exchange proves to be offensive, distasteful, disturbing or denigrating to some.

- **Discrimination and Harassment (and committee) Policy**

- **Bias Report and Support System**
  - **Scope:** Following these values, the university developed a system through which students, faculty, staff and community members who have experienced or witnessed incidents of bias, prejudice or discrimination involving a student can report their experiences to the university’s Bias Report and Support System (BRSS) team. If you would like to report a bias incident that does not involve a student, please contact Human Resources.

- **Olin’s Procedure for Student Complaints and Grievances (Student Affairs Office)**

- **Olin’s Integrity Matters policy:** A process that addresses not just academic integrity but also the professional code of conduct.