



**If you are experiencing an emergency right now, call 911.** For non-emergencies, call [Safe Campus](#) at 206-685-7233 any time — no matter where you work or study — to anonymously discuss safety and well-being concerns for yourself or others. SafeCampus is available 24 hours / 7 days a week.

**If you are not sure what to do with your concern**, especially if you think it may constitute sexual harassment, please do not hesitate to contact a [Livewell Confidential Advocate](#). Confidential Advocates do not report incidents to the University. They provide safe places to help individuals understand their rights and options, always with the understanding that it is up to the individual to decide if they would like to report or not. You can also contact [SafeCampus](#) for support and consultation.

## Navigating Conflict in Astronomy<sup>1</sup>

The Department of Astronomy aspires to support the success of all its members in their scholarly and professional endeavors. ***This document contains a roadmap for you if you need support around a conflict you are having with someone in the department (including your research advisor), if you would like help gaining clarity around a challenging situation, or if you had or are having an experience within the department that does not reflect our goals of respect and inclusion.*** It is not an official departmental policy, but a compilation of pointers, guidelines, and best practices that we hope you will find useful. *Emergencies and conflicts of a serious nature that compromise your immediate physical safety should not use this roadmap. Instead, follow the guidance in the purple box at the top of this page.*

We recognize that different situations call for different types of support. You might be looking for a listening partner, advice, and/or action. This roadmap is designed for you to recognize early interventions available to you to prevent, manage and resolve conflicts. Conflicts are a natural part of personal and professional life, and not all of them require outside intervention. Often conflicts can be resolved, especially in their early stages, by talking to the other person involved. Such discussions allow the mutual gathering of information to better understand different perspectives, with ultimate goals of communication and repair. Conflicts can be opportunities to resolve long-standing differences and eliminate barriers to academic success. There is a saying: “*Where there is friction, there is traction.*” Going into a conflict discussion with a resolution-oriented mindset can be helpful for achieving the best possible outcome for everyone. When you find yourself in a conflict, it can be helpful to write down your unmet needs (e.g. safety, respect, agency) in order to better understand your desired outcome.

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<sup>1</sup> [NavigatingConflictFlowChart.pdf](#)

This document contains resources when you need additional support while navigating challenging conflicts, and especially when you believe they rise to a level of violating existing University policies and codes of conduct. **You do not have to face conflicts alone.**

**If you wish to voice a concern about an experience or situation connected with the Department** there are two main paths forward:

1. You may elect to navigate our [departmental resources for conflict resolution \(see below\)](#).
2. You may choose to additionally seek out help from [non-Departmental resources within the University](#).

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## Departmental Support For Navigating Conflict

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Many personal and academic conflicts may be resolved at the department level, without outside intervention. If you are looking for a resolution to a conflict within the Astronomy Department, faculty and staff are committed to supporting you through the process.

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### Navigating Academic Conflicts and/or Conflicts with an Advisor, Supervisor or Course Instructor

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1. If you have tried talking to the person you have a conflict with and have not been able to reach a resolution, or if you feel uncomfortable talking to that person about the issue, the graduate students should make an appointment with the Faculty Graduate Program Coordinator; undergraduate students should make an appointment with the Faculty Undergraduate Advisor; staff and faculty should contact the Department Chair. [These are the steps they will take during your appointment.](#)
2. You may contact a different, trusted faculty member for informal consultation and/or advice.
3. If you prefer not to contact a faculty member, contact the Academic Counselor or Head Administrator.
4. You may always contact the Chair of the Department directly.
5. If you have a concern with the Chair of the Department or you have spoken to them but you desire further action, please contact [the Divisional Dean for the Natural Sciences](#).



6. If you prefer to speak with someone outside of the department, please consult the [“Non-Departmental Support Resources”](#) Section.

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## What Happens When Contacting a Trusted Faculty or Staff Member

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If you choose to contact an Astronomy faculty or staff member to voice a concern, they will:

1. Listen.
2. Tell you what they heard to ensure that they have it right.
3. Ask you if you are interested in developing a plan of action, which might include supporting you in working through the conflict, involving other faculty or staff members, or other university support systems, as appropriate.
4. Do what they said they were going to do.
5. Let you know that they’ve done what they said they were going to do.

The faculty or staff member may also file a record of your complaint or concern with the Department or University, depending on its nature, with your permission to do so. If it is a concern that puts your physical safety in jeopardy, all faculty and staff at the University of Washington may be obligated to contact [SafeCampus](#) on your behalf. Generally, with respect to Title IX complaints, University employees [have specific obligations](#).

If you are meeting with a trusted member of the faculty or staff to voice a concern, you are encouraged to bring someone with you for support. If you do not have someone you feel you can ask to attend in support, you may request that the department provide a faculty or staff member to be a third person in the meeting. Please make this request when you schedule the meeting.

Please note that, in addition to all of the options described below, graduate students may contact their graduate student representatives with any Department-related question or concern. The grad rep can help you identify who the right person is to speak with, and may be able to act as a liaison for you with that person or people. To contact your grad reps, find them on [this page](#).



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## Faculty and Staff Responsibilities

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If someone in the department tells you that they'd like to share a concern with you, and you are willing to hear the concern, follow these guidelines:

1. Set an appointment with the person to discuss the concern.
2. Ask about whether the person wants you to report their concern and, if there is a report to be filed, if the person wants to remain anonymous. It's also fine if they're not sure at this point.
3. Ask the person if they would like to bring someone else along with them to the meeting, or if they would like the Astronomy Department to provide someone to be a third person in the meeting.
  - a. If they ask for the Astronomy Department to provide someone, it is your responsibility to invite that person to the meeting. If the person raising the concern does not know who they would like that person to be, please make suggestions based on your best judgment.
  - b. Be sure to come to mutual agreement with the person raising the concern before inviting a third person to the meeting.
4. At the meeting you should:
  - a. Ask whether they want this to be reported—it's okay if they're still not sure.
  - b. Listen.
  - c. Tell the person raising the concern what you heard to ensure that you have it right.
  - d. Ask the person if they are interested in developing a plan of action, which might include involving other faculty or staff members, or other university support systems, as appropriate. A plan of action will set a timeline for any requested responses.
  - e. Confirm whether they would like you to file a report about their concern with the Astronomy Department or if they would like you to file it but keep their identity anonymous.
5. After the meeting you should:
  - a. Do what you said you were going to do.
  - b. If applicable, and especially for conflicts of a non-academic nature, file a report with the Astronomy Department Chair (within 24 hours) documenting the concern and any discussion of potential action, unless the person raising the concern has asked you not to.
  - c. If applicable, report back to the student that the report has been filed.



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## Faculty and Staff Resources when Addressing Concerns

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You may find that you do not know the best way to address a concern. Or, a concern may help you recognize a need that you have for additional training, conversation, or support. In these cases:

1. If you feel comfortable, speak with your supervisor.
2. If you prefer not to speak with your supervisor, or if you have done so but require additional support, speak with the Astronomy Department Chair.
3. If you prefer to speak with someone outside of the department, please utilize the following UW resources:
  - a. [Office of the Ombud](#) (collaborative and confidential consultation regarding challenges; neutral party, will not take sides; more information below)
  - b. [UW CareLink](#) (guidance and resources for students including counseling and manager resources)
  - c. [SafeCampus](#) (violence prevention and response)
  - d. [Office of the Title IX Coordinator](#) (sex- and gender-based discrimination and misconduct)
  - e. [Office of Community Standards and Student Conduct](#) (investigation and adjudication of violations of the Student Conduct Code, resources and support for supporting “students of concern.”)
  - f. [A confidential advocate provided by Livewell](#), who is not required to report, but who may be able to help develop a safety plan and offer connections to additional outside resources.
  - g. Any of the additional resources listed below



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## How do I make a suggestion to the department?

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Have a suggestion or a solution? We want to hear it! You can email any faculty or staff member, or send an email to [uwastro@uw.edu](mailto:uwastro@uw.edu) and/or [astrochr@uw.edu](mailto:astrochr@uw.edu). Ideally, department members would be providing a simple, straightforward suggestion that does not require immediate action. Please note that these emails are not reporting tools for violations of the UW codes of conduct or methods for filing a grievance. For larger, more urgent issues, please follow the processes outlined above.

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## Non-Departmental Support Resources

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Beyond departmental resources, the university provides many resources for voicing concerns and gaining support around challenging situations.

### General Concerns

- [Office of the Ombud](#) (collaborative and confidential consultation regarding challenges; neutral party, will not take sides; more information below)
- [UW CareLink](#) (guidance and resources for students, including counseling and manager resources)
- [SafeCampus](#) (violence prevention and response)
- [Office of the Title IX Coordinator](#) (sex- and gender-based discrimination and misconduct)
- [Office of Community Standards and Student Conduct](#) (investigation and adjudication of violations of the Student Conduct Code, resources and support for supporting “students of concern.”)
- Any of the additional resources listed below



## Reporting sexual assault/misconduct

<http://www.washington.edu/sexualassault/>

This website provides victims of sexual violence with important online resources that reflect the UW's commitment to preventing and responding to sexual misconduct, including sexual assault, relationship violence, domestic violence, stalking and sexual harassment. Here you will find ways to get confidential support, how to address safety concerns, where to receive medical care and counseling and information on reporting sexual assault.

## Support around safety concerns

<https://www.washington.edu/safecampus/> 206-685-7233

SafeCampus is the University of Washington's violence-prevention and response program. We support students, staff, faculty and community members in preventing violence. When you contact us, a trained professional will listen in a nonjudgmental, empathetic way. We're here to offer support and guidance when you have concerns for yourself or others. You can tell us about something that happened or share your safety concerns. You're welcome to say as much or as little as you want to.

## Collaborative and confidential consultation

<https://www.washington.edu/ombud/>

The Office of the Ombud is a place where all members of the University of Washington community can seek information, consultation, and assistance. Each year, the Ombud Office collaborates with hundreds of individuals who are facing challenges. We provide a safe environment to voice concerns and develop constructive options to address the situation. Common student concerns that are brought to the Ombud include (but are not limited to) learning environment mistreatment, RA/TA appointments, disability accommodations, grade concerns, financial aid, academic misconduct, sexual harassment, and access to courses.

## Formal complaints regarding, harassment, discrimination, or retaliation

<https://www.washington.edu/cr-investigations/>

The Civil Rights Investigation Office (CRIO) investigates complaints that a University employee has violated the University's non-discrimination and/or non-retaliation policies as set out in the university's [Executive Order 31](#).



## Reporting system for incidences of bias

<https://www.washington.edu/bias/>

The University of Washington values and honors diverse experiences and perspectives, strives to create welcoming and respectful learning environments and promotes access and opportunity. The UW is committed to freedom of expression, and with that commitment comes the recognition that members of our community might hold and express sometimes-unpopular views. UW President Ana Mari Cauce has affirmed our steadfast commitment to these values in a [blog post](#) and comments to the campus community. If you encounter or suspect incidents of bias, you are encouraged to file a report, which will be reviewed by the UW's Bias Incident Advisory Committee. Whenever possible, bias reports will be reviewed within two to four business days.

## Support for mental health

<https://www.washington.edu/counseling/>

The UW Counseling Center offers multiple options for students seeking help coping with stress and mental health concerns. Students who are currently enrolled in degree-seeking programs at the Seattle campus are eligible for our counseling services.

## Legal support

<http://depts.washington.edu/slsuw/>

Student Legal Services (SLS) is an on-campus law office that provides a safe and confidential space for all UW-Seattle and Bothell students who have legal questions or concerns. We offer free 40-minute consultations on a broad range of issues. Students can also hire us for ongoing representation for a low hourly rate.

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## Other UW Resources:

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### Disability Resources for Students

<http://depts.washington.edu/uwdrs/>

DRS is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus enrolled in our undergraduate, graduate, professional, Evening Degree and Access programs for over 39 years. DRS serves 2,800+ students with either temporary or





permanent physical, health, learning, sensory or psychological disabilities. Students partner with our office to establish services for their access and inclusion on campus.

### wələbʔaltx<sup>w</sup> – Intellectual House

<https://www.washington.edu/omad/intellectual-house/>

wələbʔaltx<sup>w</sup> serves as a multi-service learning and gathering space for American Indian and Alaska Native students, faculty and staff, as well as others from various cultures and communities, to come together in a welcoming environment and share knowledge.

### International Student Services

<https://iss.washington.edu>

The UW is home to over [8,000 international students](#) representing more than 100 countries. ISS staff advises international students with F-1 or J-1 visas who are enrolled in undergraduate, graduate, and professional degree programs on the Seattle campus of the University of Washington. International student advisors are here to help: provide guidance on maintaining F-1 or J-1 immigration status while attending the U, process F-1 and J-1 immigration benefits, navigate university policy and understand F-1 and J-1 visa restrictions, ensure university and student compliance with immigration policies, provide educational tools, including workshops and tutorials.

### Q Center

<https://sites.uw.edu/qcenter/>

The University of Washington Q Center facilitates and enhances a brave, affirming, liberatory, and celebratory environment for students, faculty, staff, and alumni of all sexual and gender orientations, identities, and expressions. We host and support student groups, put on regular programming events, house a lending library, and amplify student voices on our Student Blog. The Q center is located at the Husky Union Building, Room 315.

### Samuel E. Kelly Ethnic Cultural Center

<http://depts.washington.edu/ecc/>

The Samuel E. Kelly Ethnic Cultural Center of the University of Washington is part of The Office of Minority Affairs & Diversity. The Kelly ECC has a wealth of resources and opportunities available to students including student advising, organizational development, personal growth, and referrals to different departments and programs.



## Undocumented Student Resources

<https://www.washington.edu/admissions/undocumented/>

We are proud to be a university that wholeheartedly welcomes and supports undocumented students of all ethnicities and nationalities. We invite you to explore the services, opportunities and resources available to you throughout the various stages of your Husky Experience.

## UW Office of Minority Affairs and Diversity

<https://www.washington.edu/omad/>

The UW Office of Minority Affairs and Diversity creates pathways for diverse populations to access postsecondary opportunities, nurture and support their academic success, and cultivate a campus climate that enriches the educational experience for all.

## Women's Center

<https://www.washington.edu/womenscenter/>

The UW Alene Moris Women's Center is a catalyst for change. We disrupt cycles of oppression and break down gender-based barriers through transformational education programs, leadership development, and advocacy for girls and womxn. We believe womxn's rights are human rights. Programs and services are open to all students, staff, faculty and community members.