

ANNUAL REPORT: SEAC COORDINATOR AND COMMITTEE October 2021 - October 2022

**Current Members:**

Name	Role
Carol Colaninno	SHARP coordinator
Robbie Ethridge	SHARP vice coordinator
Shawn Lambert	Academic representative
Mikayla Absher	Graduate student representative
Grant Stauffer	Graduate student representative
Cindy Carter-Davis	Government representative
Lauren Walls	CRM representative

The following is the SHARP Coordinator (SEAC Officer) and Committee Activities from October 2021 – October 2022, since the 2021 annual meeting:

- 1. Implementing the SHARP Committee and Resolving the Task Force:** The SHARP Coordinator-elect, Carol Colaninno, was voted into office by SEAC voting members and began serving as the SHARP Coordinator at the 2021 Durham meeting. At the meeting, SEAC President, Meyers, resolved the Task Force. Colaninno consulted with Robbie Ethridge, previous Task Force Chair, and Meyers, to establish a SHARP Committee. We initially reached out to prior Task Force members to seek SHARP Committee members. Ethridge and Lambert agreed to continue their service to SEAC as SHARP Committee members. All other Task Force members decided to discontinue their service. Colaninno put out a call for SHARP Committee members in December of 2021. Colaninno, in consultation with Ethridge, Lambert, and Meyers, selected the committee members. The first SHARP committee meeting was held Friday, February 4, 2022.
- 2. SHARP Committee Budget:** The SHARP Coordinator sent a proposed 2022 budget request to the Board on February 2, 2022; the Board approved the request on February 28, 2022 (see Appendix A: SHARP Committee February 2022 Budget). However, on August 22, 2022, the SHARP Committee submitted an additional request to the Board for another \$576 to provide students with lunches for the 2022 SEAC Conference student workshop. The February budget request is included as Appendix A, and the August budget ask is included as Appendix B. Accounts of SHARP spending as of this report are included as Appendix C.
- 3. Seeking legal counsel for proposed SEAC Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints:** In November of 2021, Ethridge, Meyers, and Colaninno met with Terry Ona of Ona Law to review the SEAC Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints document. Ona advised that SEAC establish an agreement with a law group for the SEAC Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints to move forward. Meyers established a relationship with Tenenbaum Law Group to serve as the law firm that will assist with legal questions related to the SEAC Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints document and any future handlings of sexual harassment complaints. Colaninno also worked with Julie Kulovits of Tenenbaum Law Group to revise the SEAC Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints document. The draft was revised several times based on the requests of the Board and in consultation with Kulovits. Colaninno presented a draft of the SEAC Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints to the Board in July 2022 for final comments. Meyers presented a final draft to the Board for discussion on August 29, 2022, and SEAC secretary, Ramie Gougeon, called for a vote on September 1, 2022. The SEAC Board passed the document on September 5, 2022. The SEAC Process for Reporting, Investigating, and

Adjudicating Sexual Harassment Complaints will go into effect at the close of the 2023 SEAC business meeting in Little Rock. A copy of the passed Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints document is included as Appendix D.

4. **Conference attendee Code of Conduct “check box”:** The SHARP Committee presented the 2022 Meetings Code of Conduct to the Board to have a “check box” linked to SEAC Conference registration for 2022. The Board agreed that all individuals, regardless of membership status, are required to check the box to register. Meyers called the “check box” to a vote on April 8, 2022. The Board voted on April 15, 2022 to make the “check box” a requirement to registration for the 2022 SEAC Conference. Colaninno and Ethridge worked with the 2022 Conference Committee and webmaster Meg Kassabaum to get the “check box” up and running before conference registration opened. A copy of the passed 2022 Meetings Code of Conduct is attached as Appendix E.
5. **SEAC 2022 Safe Officer Program:** In 2019 and 2021, the Task Force piloted a SEAC Safe Officer Program (in 2020 the program was suspended because the meeting was cancelled due to the pandemic). In 2019, only two complaints were filed with a Safe Officer and no mitigation was necessary. In 2021, a complaint was filed and members of the Task Force, including the SHARP Coordinator-elect, took the complaint, investigated the incident, reported the incident to the Board, and the Board acted accordingly. The incident was resolved. The positive feedback about the Safe Officer Program, the SHARP Committee is preparing the Safe Officer program for the 2022 face-to-face meetings, considering any problems, recommendations, and gaps in the 2019 and 2021 program.

SHARP Committee members who are attending the 2022 conference will serve as Safe Officers. We also will be seeking Safe Officer volunteers for the 2022 meeting so that four trained officers can be on duty during the hours when SEAC is holding events. We will first reach out to prior Task Force members. These volunteers will be in Little Rock for the conference, will likely wear red Safe Officer t-shirts, and will serve as Safe Officers throughout the entire meeting. At least two volunteers will be posted at the conference registration desk during registration hours, and Ethridge will be on call 24/7 throughout the duration of the conference (Colaninno anticipates not attending SEAC this year due to an extended family emergency).

In addition, the SHARP Committee will submit information on the Safe Officer program for printing in the program (see Appendix F: Copy for inclusion in the 2022 conference program). The SHARP Committee also will place Safe Officer posters around the conference rooms in conspicuous locations. Ethridge retains the posters from 2019 for use in Little Rock, so there are no associated costs with the posters. Robbie Ethridge will conduct a Safe Officer training session virtually two weeks before the conference and the group will reconvene Wednesday, November 9, 2022 before the start of the Conference to review the program among the officers. The Safe Officers will be trained in maintaining confidentiality, mitigating inappropriate behaviors, and reporting incidents of sexual harassment and assault to both SEAC and law enforcement in the case a crime has been committed. Ethridge is working with the 2022 Conference Committee to include the phone numbers of emergency services and local crisis support groups in the long program.

6. **SEAC Workshop for 2022 Meeting:** In 2019 and 2021, the Task Force organized two workshops per SEAC conference. Each year, one has been geared toward students, and one toward for professional archaeologists. In 2019, one workshop was specifically designed for field school directors, and this workshop was well attended and received positive feedback from attendees. The student workshop was less well attended.

In 2021, the Task Force requested funds to offer the student workshop as one of the graduate student luncheons, providing free lunches to those students in attendance. This change facilitated a workshop that was at capacity; that is, we limited the registration to 30 students, all registrations were full, and the majority of registrants attended. Informal feedback from the attending students suggest that the workshop was well received and graduate students gained valuable information from attending.

For the 2021 meeting, the professional workshop was geared toward CRM professionals. The workshop was less well attended with approximately five attendees. Although few people attended, those who did had positive feedback about the workshop.

Given the limited participation in the 2021 CRM workshop, the SHARP Committee decided to focus their efforts on providing an excellent workshop for graduate students at the 2022 Conference. Mikayla Absher and Shawn Lambert submitted the graduate student workshop luncheon title: "Evidence-based practices to reduce and prevent sexual harassment at field schools: A training for SEAC students." The SHARP Committee will work with the Student Affairs Committee to advertise the workshop luncheon and pre-register students for the luncheon. The SHARP Committee is also coordinating with the 2022 Conference Committee to find an appropriate time for the workshop and to place the lunch order.

7. **SEAC SHARP Virtual Workshops:** In April of 2022, the SHARP Committee offered two virtual workshops on best practices for reducing and preventing sexual harassment at field schools. The first workshop was intended for students who would be taking on a supervisory role at a field school. The student workshop we held on Wednesday, April 20, 2022 from 10:00 to 11:30 am (EST). Approximately 13 students were in attendance. The deidentified evaluations from this workshop are included as Appendix G. Several students who were unable to attend the workshop reached out for workshop content and/or recordings. The SHARP Committee decided not to record the workshop with students in attendance so they would feel comfortable asking questions.

The workshop for field directors was held on Wednesday, April 27, 2022 from 10:00 to 11:30 am (EST). Fifty-eight people registered for the workshop, although only approximately 30 people attended. Again, the evaluation from the workshop suggests that the workshop provided useful, actionable practices that field directors can implement to reduce and prevent sexual harassment and assault. Evaluations for this workshop are presented as Appendix H. Like the student workshop, several field directors reached out to the SHARP Committee to see if the workshop was recorded and for supporting materials. The SHARP Committee is seeking options to record the content presented in the workshop and provide the link on SEAC's website.

**The SHARP Coordinator and Committee have also started planning for the coming year of November 2022 – October 2023. We detail these below.**

1. The SHARP Committee lists below recommendations from the 2021 Task Force Board Report that have not yet been executed. The SHARP Committee may consider working on these recommendations in 2023.
  - a. Continue to discuss and vet a potential grievance procedure for SEAC members to pursue in the context of conducting archaeology, but outside the confines of the current Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints document. The Task Force recommended that SEAC consider an affiliation with the RPA in order to access the RPA grievance procedure
  - b. Periodically review and update the Meetings Code of Conduct for SEAC Annual Meetings as needed and assess if the 2022 Meetings Code of Conduct should be refined for future meetings. Specifically, the SHARP Committee should consider the safe policies and code

- of conducts for other archaeological and field-based professional organizations to establish and maintain current best practices
- c. Periodically review and update both the Suggested Code of Conduct for Field Schools and Field Projects and Suggested Template for an Archaeological Field School Agreement as needed.
  - d. Update the Sexual Harassment page on the SEAC website.
  - e. Distribute another survey within the next year to assess the impact of SEAC's efforts to mitigate and prevent sexual harassment and assault since 2014.
  - f. Consult with the SEAC webmaster for a safe and confidential on-line locale for Safe Officer reports on sexual harassment.
2. The SHARP Committee is considering recording the virtual workshops that could be posted or linked to the SEAC website. The SHARP Committee will work with the Board to explore liability and posting options.

The SHARP Committee extend its gratitude to the SEAC Board and the members of SEAC for taking leadership on the difficult and painful, yet important and impactful, issue of sexual harassment and assault in archaeology. The continued support has allowed the SHARP Committee to provide unique professional development opportunities for its members, both students and professionals. This position by the Board and members has situated SEAC as the archaeological professional organization leading the way to create an archaeological community where all members are supported to do archaeology. We also acknowledge and thank the team lead by Maureen Meyers who initiated the SEAC Task Force through their 2014 survey assessing the extent of sexual harassment and assault within SEAC. We further acknowledge and thank the Task Force under the direction of Robbie Ethridge, that laid the foundation to continue these efforts. Thank you to the Executive Board for generously providing funds for various programs. This funding signals support for our work.

Respectfully,

Carol E. Colaninno  
14 October 2022

This report was submitted with the support of Robbie Ethridge.

## **List of Appendices**

Appendix A: February 2022 SHARP Committee Budget Request

Appendix B: August 2022 SHARP Committee Budget Request to Support SEAC Conference Student Workshop Luncheon

Appendix C: Committee Estimated versus Actual Spending

Appendix D: Passed copy of Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints

Appendix E: Passed copy of the 2022 Annual Meeting Code of Conduct

Appendix F: Safe Officer Information for the 2022 Program's Annual Meeting

Appendix G: Evaluative Results from the Student Virtual Workshop on Reducing and Preventing Sexual Harassment at Field Schools

Appendix H: Evaluative Results from the Field Director Virtual Workshop on Reducing and Preventing Sexual Harassment at Field Schools

## Appendix A: February 2022 SHARP Committee Budget Request

### SEAC Committee Monetary and Website Request Form

**SEAC Committee Name:** SHARP Committee

**Monetary Request Amount:** \$3,028.28

Reason (1-3 sentences):

SEAC Budget SHARP Committee Budget Request (17022022)					
Item	Unit Price	Quantity	Subtotal	Taxes	Total
Button	0.61	400	244	0.0625	259.25
T-shirt	15.5	6	108.5	0.0625	98.81
Copies of Safe Manual	6	3	18	0.0625	19.13
Binders for manual	5.99	3	17.97	0.0625	19.09
*Conferring with Tenenbaum Law	376	7	2632		2632.00
<b>TOTAL</b>					<b>3028.28</b>

\*To date review of the grievance procedure with Tenenbaum Law has cost \$1052 at 2.65 billable hours. An additional 4.35 hours, estimated at \$1,636 hours is requested to finalize the grievance procedure.

Line 1) We request funds to have sexual harassment awareness [pin buttons](#) printed for the 2022 annual meeting. The pin button will replace brochures for the 2022 meeting. We have primarily used brochures at past meetings to increase awareness, but would like to try a more visible means.

Line 2) We request funds to purchase t-shirts for the 2022 Safe Officers. The Committee has six new members.

Line 3) We request funds to make three copies of the Safe Officer Manual to be placed in strategic locations at the 2022 Conference. We will develop the manual as a pdf, so SHARP and SEAC Executive Committee members have quick access to the document.

Line 4) We request funds for three binders to store the Safe Officer Manual.

Line 5) We request funds to confer with Tenenbaum Law as we revise the grievance procedures. To date, we have worked with Tenenbaum for a total of 2.65 hours. We anticipate that the remainder of the grievance procedure review will take approximately 4.35 hours.

#### **Anticipated Website Needs:**

The SHARP Committee hopes to post contact information for local Women's Advocacy Groups, LGBTQ+ Advocacy Groups, law enforcement, hospitals, and emergency care clinics on the website in anticipation of the 2022 Conference in Little Rock.

We hope to facilitate virtual workshops on preventing sexual harassment while conducting field research in anticipation of the field season. We may need assistance posting information about these events.

#### **Comments or Concerns for Executive Committee:**

None at the moment.

**Appendix B: August 2022 SHARP Committee Budget Request to Support SEAC Conference Student Workshop Luncheon**

Workshop Luncheon Title and Abstract

Evidence-based practices to reduce and prevent sexual harassment at field schools: A training for SEAC students

Sexual harassment and assault in archaeology is an ongoing problem both in field schools and other professional settings. Graduate students are at an important stage in their career to gain an understanding of this problem and to grow professionally through trainings that will help them implement practices and strategies to prevent sexual harassment in the field learning environments they help create. This workshop will provide students with evidence-based tools to aid in preventing these instances and their options for how to respond. Equipping students with these tools early on is one way to effectively change the culture surrounding archaeological practice.

Budget Request

<b>Item</b>	<b>Unit Price</b>	<b>Total</b>
Box lunches for 30 students	\$18.00	\$540
Box lunches for 2 facilitators	\$18.00	\$36
<b>Total</b>		<b>\$576</b>

## Appendix C: Committee Estimated versus Actual Spending

### SEAC Budget SHARP Committee Estimated versus Actual Spending

Item	Estimated Cost	Actual Cost	Donations	Total
Button	259.25	259.25		259.25
*T-shirt	98.81	TBA		TBA
Copies of Safe Manual	19.13	19.13		19.13
Binders for manual	19.09	0.00	Donated	0.00
**Conferring with Tenenbaum Law	2632.00	3738.88		3738.88
***Lunches for student workshops	576.00	TBA	500.00	76.00
<b>TOTAL</b>				<b>4093.26</b>

\*Colaninno is working with Meyers to assess the number of t-shirts needed for the 2022 conference. Shirts have not been ordered for the 2022 annual conference.

\*\*SEAC Board allowed up to \$4000 in the event conferring with the lawyer took more time than anticipated. The SHARP Committee's reported expenses on legal counsel is an overestimation. Some invoices from Tenenbaum grouped general SEAC activities with SHARP activities. As such, we were unable to differentiate some generalized SEAC expenses from SHARP specific expenses. All line items included in an invoice that included SHARP activities were included in the summed expenses reported here.

\*\*\*Lunch expenses have not yet been billed and this number is an estimation. The \$500.00 donation is from Drs. Sarah Herr and Maureen Meyers. We thank them for supporting the workshop and the luncheon.



**Appendix D: Passed copy of Process for Reporting, Investigating, and Adjudicating Sexual Harassment Complaints**

**CODE OF CONDUCT FOR SEAC MEMBERS REGARDING SEXUAL HARASSMENT**

**PROPOSAL SUBMITTED TO SEAC EXECUTIVE BOARD**

**September 6, 2022 BY THE SEAC TASK FORCE ON SEXUAL HARASSMENT AND SHARP COMMITTEE**

This document, Code of Conduct for SEAC Members Regarding Sexual Harassment, referred to as Code of Conduct, originally was developed by Robbie Ethridge and the SEAC Task Force on Sexual Harassment and Assault, referred to as the Task Force. The Task Force presented the Code of Conduct to SEAC members for review and comment in 2018. Further, the Task Force held a plenary session at the 2018 annual meeting to discuss the Code of Conduct and address members' questions and concerns.

Following revisions, the SEAC Executive Board voted against passing the adoption of the Code of Conduct at the 2019 meeting of the Society for American Archaeology. The Executive Board requested that the Task Force revise the Code of Conduct with guidance from legal counsel. Since that time, Terry Ona of Ona Law and legal counsel at the Tenenbaum Law group provided comments on the Code of Conduct. Carol Colaninno, the 2021 – 2023 SHARP Coordinator, with assistance and support from Ethridge revised the Code of Conduct based on the comments from legal counsel. The resulting Code of Conduct is reflected in this document dated July 18, 2022 and presented to the SEAC Executive Board August 29, 2022 and being adopted as September 6, 2022.

**SEAC PROCESS FOR REPORTING, INVESTIGATING, AND ADJUDICATING  
SEXUAL HARASSMENT COMPLAINTS**

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## **PREAMBLE**

The Southeastern Archaeological Conference (SEAC) and its members are committed to full compliance with all laws and regulations, to maintaining the highest ethical standards in the way SEAC conducts its operations and activities, to broadening equity, diversity, and inclusion, and to creating a culture of belonging within the conference and the profession.

This below “Code of Conduct for SEAC Members Regarding Sexual Harassment” (“Policy”) creates an enforceable Code of Conduct which prohibits members from engaging in harassing behavior (that is, unwelcome conduct) directed toward a person because of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and transgender status. Such behavior may be reflected in a single incident, in multiple incidents, or in a pattern of conduct. The Policy further outlines procedures to address reported violations.

## PROHIBITED CONDUCT

### 1.1 Sexual Harassment Prohibited

SEAC members shall not engage in conduct constituting sexual harassment as defined in this Policy. This Policy provides a mechanism for SEAC to investigate and sanction harassment by SEAC members and non-member attendees at SEAC events, SEAC-sponsored events, and events related to SEAC business. It also provides a mechanism for SEAC to implement reciprocal sanctions in the event it learns any SEAC member has been sanctioned for conduct elsewhere that, had it occurred at a SEAC event, would be prohibited by this Policy.

### 1.2 Sexual Harassment

Sexual harassment, as used in this Policy, is harassment on the basis of sex. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in or benefit from any archaeological programs; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions involving an individual's employment or participation in or benefit from any archaeological programs; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or participation in or benefit from any archaeological programs or creating an intimidating, hostile, or offensive working environment.

Conduct may violate this Policy even if it is not motivated by sexual desire. It may be reflected in a single incident or in multiple incidents, or in a pattern of conduct. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances will be reviewed, such as the nature of the sexual advances and the context in which the alleged incidents occurred.

#### Examples of Sexual Harassment

The following are examples of behavior that may constitute sexual harassment:

- Physical acts of a sexual nature, including unwelcome touching of any type (such as unwelcome kissing or hugging).
- Unwelcome sexual advances or propositions.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality (including sexual orientation or attraction), or the sexual experience of that person or any other person.
- Sex stereotyping, that is, viewing conduct or traits as inappropriate because they may not conform to other people's ideas about how somebody of a particular sex should act or look. (This includes stereotyping based on gender identity and expression, gender orientation, and/or transgender status.)
- Sexual displays or publications (including digital publications or content), such as displaying

or referencing pictures, posters, calendars, or other materials that are sexually demeaning or pornographic.

- Hostile actions against people because of their sex, sexual orientation, gender identity, or transgender status.

SEAC urges its members to use discretion, care, and awareness that their words and actions communicate respect for others. This is especially important for those in positions of authority since those of lower rank may be reluctant or intimidated to express their objections.

### **1.3 Sexual Assault**

The term “sexual assault” means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent. Sexual assault is a criminal act and reports of sexual assault are investigated by law enforcement and prosecuted by the state, tribe, or federal governments.

## **SECTION 2: INVOLVED PARTIES**

### **2.1 The Sexual Harassment and Assault Response and Prevention Coordinator (SHARP Coordinator)**

SEAC membership elects a SHARP Coordinator for a three (3)-year term and, with the aid of the SEAC President, appoints a SHARP Committee. The SHARP Coordinator will chair the SHARP Committee and be responsible for coordinating responses, collecting reported information, supporting the complainant and respondent, and providing recommendations to the SEAC Executive Board, related to allegations of sexual harassment and assault, whether informal or formal. The SHARP Coordinator will also be responsible for writing a yearly report on the activities of the SHARP Committee. The SHARP Coordinator will also keep records of any allegations filed with the Executive Board. At the close of an investigation, the SHARP Coordinator will submit digital files of all proceedings to the SEAC Secretary for permanent archiving. The SHARP Coordinator will take on all other responsibilities detailed below as the Chair of the SHARP Committee.

The SHARP Coordinator will serve as the liaison between the Executive Board and SHARP Committee; however, the SHARP Coordinator will not act in the capacity of an advocate and will remain objective and impartial.

The SHARP Coordinator will also be responsible for reviewing the current state of SEAC policy, practices, and grievance procedures regarding sexual harassment and assault and, as appropriate, recommend updates and revisions. The SHARP Coordinator will also make recommendations, if appropriate, for any additional resources, guidance, or training that may be helpful or needed in mitigating and assessing allegations of sexual harassment and assault

### **2.2 The SHARP Committee as Investigative Body and the SEAC Executive Board as Adjudicating Body**

The SHARP Committee reports to the Executive Board and is responsible for investigating allegations of sexual harassment, and recommending appropriate remedial action at which point the Executive Board will adjudicate the allegations.

After an allegation has been processed as described herein, the SHARP Committee will submit a report which will include their recommendation for any remedial actions to the SEAC Executive Board. The Executive Board will review the findings of the SHARP Committee and will determine whether or not to accept the SHARP Committee's determination or, alternatively, ask the SHARP Committee for further processing. The Executive Board has the final authority to accept or reject the SHARP Committee's determination and to determine what actions will be taken if an allegation is found to be substantiated. SEAC encourages any victims of sexual assault to report such complaints to law enforcement.

### **2.3 The Complainant and the Respondent**

The Complainant is the individual(s) who registers the allegation with the SEAC SHARP Committee. The Complainant need not be a SEAC member. The Respondent is the individual(s) against whom the allegation is made. The Respondent must be a SEAC member at the time of the alleged harassment or assault.

## SECTION 3: GRIEVANCE PROCEDURE

### 3.1 Formal and Informal Allegations

#### Initial Allegation Prior to Submitting a Formal Complaint

Allegations of sexual harassment may be submitted through an established process outlined on SEAC's website. *[Note: There are on-line confidential reporting mechanisms, such as Ethics Point, that can be used to file formal complaints. If SEAC is interested, the SHARP Committee can further investigate such services.]* However, SEAC cannot adjudicate anonymous allegations, and all formal complaints, therefore, must be filed by a complainant who is willing to identify her/him/themself to the SHARP Committee, the Executive Board, and the Respondent. Allegations occurring at or during SEAC-related activities or business can be filed.

The SEAC SHARP Committee and Executive Board will observe strict confidentiality when an allegation of sexual harassment is reported, up until the investigation process has been completed and a ruling by the Executive Board has been made, at which point confidentiality may or may not be preserved, depending on the case and the findings. SEAC recognizes that an allegation of sexual harassment is not, in and of itself, proof of misconduct and that an allegation bears the potential to damage the reputation and career of an accused party. Those making allegations of harassment or assault in bad faith will be subject to disciplinary action such as verbal warnings or expulsion from SEAC events. The SHARP Committee will treat all allegations and all parties involved with fairness, objectivity, and confidentiality.

The SEAC SHARP Committee commits to listening to and to addressing complaints and to guiding Complainants through options confidentially before she/he/they decide how to proceed, including details for informal solutions and formal complaints. Informal solutions, if so desired by the Complainant, include such things as asking the Respondent to issue an apology and assurances that the action will not happen again, a member of the SHARP Committee and Executive Board mediating a dialog between the Complainant and Respondent, speaking with the Respondent, asking the Respondent to avoid the Complainant, providing escorts for the Complainant during SEAC events, and so on.

#### Proceeding with a Formal Complaint

After speaking with a member of the SHARP Committee to initially lodge a complaint, if the Complainant wants to proceed with a formal complaint ("Complaint"), the Complainant must submit a Complaint in writing that includes:

1. The name and affiliation of the person(s) submitting the allegation and the name and identifying information of the person(s) alleged to have committed the misconduct.
2. A description of the allegation that, if possible, includes dates, places, and circumstances of the alleged misconduct. However, the SHARP Committee understands that in many cases the Complainant may remember details about some aspects of the offense but not all. We advise anyone who is experiencing unacceptable behavior, if possible, to keep detailed records of such incidents, to speak with confidants or others about the incident, or otherwise document the incident as best as one can.
3. Any documents or other relevant items with annotation showing specifically how the item relates to the allegation.
4. If possible, a list of any witnesses or bystanders who are willing to testify.
5. A statement explaining any conflict(s) of interest the Complainant has with the accused. A conflict of interest does not preclude the filing of an allegation.

After filing a Complaint with SEAC, a Complainant may request that SEAC provide protections from harassment, discrimination, or bullying at SEAC activities. Such actions may include barring the Respondent from any SEAC activity or business including any session(s) in which the Complainant is participating, or providing the Complainant with an escort during SEAC activities.

SEAC cannot take any complaints involving ongoing litigation or other adversarial legal proceedings; any such complaints will be held in abeyance until such procedures are completed.

### **3.2 Procedure for the Preliminary Investigation**

Upon receipt of an allegation, the SHARP Coordinator will notify the SEAC President within ten (10) business days that a complaint has been filed. The SHARP Coordinator will also acknowledge receipt of the allegation to the Complainant within 10 business days. The Executive Board will review the SHARP Coordinator's notification and within fifteen (15) business days of receipt of the notification determine if the allegation does or does not constitute sexual harassment as defined by SEAC and whether further review is merited.

The Executive Board will report their conclusions to the SEAC President. If the Executive Board agrees that the allegation does not constitute sexual harassment as defined by SEAC, then the SHARP Coordinator will notify the Complainant immediately and the allegation will be dismissed.

If the Executive Board believes that the allegation may constitute sexual harassment, then the SHARP Coordinator will provide notification to the Respondent and Complainant, and the Executive Board will begin a formal review and hearing process. The SHARP Coordinator will explain, in writing, the details of the complaint to the Respondent. If the Respondent admits to the alleged misconduct at any time during the procedure, the process will be halted and the SHARP Committee will prepare recommendations to the Executive Board for actions and/or sanctions to be taken.

### **3.3 Procedure for the Formal Investigation**

The SHARP Committee serves as the investigative body and has ninety (90) days to complete its investigation, but may ask for an extension of time from the SEAC President if needed. If the internet and conference calls are used as part of the investigation, adequate security and confidentiality of the proceedings must be taken. Additional members may be added to a specific investigation to provide subject matter expertise pursuant to the allegation. In certain cases, the SHARP Committee, in consultation and with approval by the Executive Board, may appoint a neutral outside source (i.e., the law firm for which SEAC maintains an established agreement) to conduct the investigation.

1. The SHARP Coordinator will consult with the SHARP Committee to determine the schedule of the investigation and make assignments regarding specific actions to be undertaken by the committee members. All procedures will be conducted under strict confidentiality.

2. The SHARP Coordinator will formally notify the Complainant and Respondent in writing that an allegation has been received and will be investigated and will provide an approximate timetable and description of the investigation.

3. The Respondent will have fifteen (15) business days to submit any exculpatory evidence. Likewise the Complainant has fifteen (15) business days to submit any additional evidence other than what was submitted in the formal allegation process. The Complainant and Respondent may also provide written statements from themselves or others as part of the proceedings. In both cases, the Respondent or the Complainant may ask the SHARP Committee for a time extension if needed.



4. The SHARP Committee will be responsible for the collection of any additional information and evidence (including speaking with witnesses, especially if the facts are in dispute or if the Executive Board deems it otherwise necessary.)

5. After collecting the evidence, the SHARP Committee will conduct separate interviews with both the Complainant and the Respondent (this can be done either through teleconferencing or a meeting held at a mutually agreed upon time and location). The SHARP Coordinator will schedule the meetings/conference calls and advise the Respondent and Complainant at least 15 business days in advance. All information that the SHARP Committee has collected will be forwarded to both the Complainant and the Respondent no later than 10 business days before the meeting/conference call, so that all parties may evaluate it.

6. During the meeting/conference call the SHARP Committee will summarize the allegation and associated evidence of sexual harassment, and in separate interviews, the Complainant and Respondent will be given the opportunity to respond.

7. The SHARP Coordinator will then convene with the SEAC Executive Board to review all documentation.

8. The Executive Board will then consider all the evidence presented; make a finding as to whether sexual harassment has occurred; and adjudicate a response. The Executive Board response requires a majority of the members to be present.

9. The finding and recommendation of the Executive Board will be forwarded to the SHARP Coordinator and the SHARP Coordinator will prepare a report for SEAC's records. The report should be a clear, complete, and final determination of all charges. At a minimum, the report will include the following: (1) summary of the alleged misconduct, (2) summary of the evidence submitted by the Complainant and Respondent to the SHARP Committee, (3) discussion and conclusion of the evidence, (4) recommendations for actions and/or sanctions to be taken, and (5) appendices as needed containing supporting documents and written statements.

10. A Respondent may retain the services of an attorney at their own cost. SEAC may also retain services of an attorney if it deems this necessary. If an attorney is needed, as determined by the SHARP Committee, in consultation with the SEAC President, the Executive Board should ensure adequate resources are available to secure the necessary legal services.

### **3.4 Review by the SEAC Executive Board**

The Executive Board will review findings submitted in the SHARP Coordinator's report within fifteen (15) business days of receipt of the report. The Board can request additional investigations or processing which the SHARP Committee will have up to ninety (90) days to conduct. The Board will notify immediately the SHARP Coordinator and the Respondent and the Complainant of its decision. The Executive Board will summarize its action in a report for the record and a copy forwarded to the SHARP Committee for their files. The Respondent has the right to accept or reject the recommended sanctions and will inform the SHARP Coordinator in writing within thirty (30) days of receipt of the notification as to his/her/their decision. If the Respondent accepts the sanctions, the SHARP Coordinator will complete the disciplinary action. If the Respondent does not respond within the 30 days, the SHARP Coordinator will send another notification and request an immediate response. If the Respondent does not accept the findings and the sanctions, the Respondent has the right to appeal (see below).

The Executive Board has the final authority to accept or reject the recommendations of the SHARP Committee and to determine what actions or sanctions should be taken if an allegation is substantiated. Any sanctions must be agreed upon by three-fourths of the Executive Board. The SHARP

Coordinator is not considered a voting member of the Executive Board when votes are held to determine sanctions based on the Policy.

### **3.5 Sanctions**

If a finding of sexual harassment has been made the Executive Board will consider appropriate actions or sanctions as well as the period over which the sanction will be in effect, and/or recommendations for education or training. The Executive Board may consider sexual harassment improper use of SEAC membership and that such conduct is contrary to the purposes of the Conference as outlined in its Articles of Incorporation. Sanctions, in increasing severity, may include but are not limited to the following:

- a. Verbal reprimand or warning.
- b. Written reprimand or warning.
- c. Removal from SEAC-related events, business, and activities for a specific period, including permanently.
- d. Removal from SEAC volunteer position.
- e. Withdrawal/retraction of presentations, publication, or posters.
- f. Suspension from publishing in *Southeastern Archaeology* for a specific period, including permanently.
- g. Suspension from making presentations at SEAC-sponsored meeting(s) for a specific period, including permanently.
- h. Suspension of membership.
- i. Permanent expulsion from SEAC.
- j. Denial or revocation of honors and awards.

When a SEAC member is sanctioned by another organization, institution, agency, or workplace for sexual harassment and this information is brought to the attention of the SHARP Coordinator, the SHARP Coordinator, acting as a representative of SEAC, will request an official, verified account, that included due process, of the sanctions. The SHARP Coordinator will bring the sanction to the Executive Board. The Executive Board will review the sanction and may consider separate sanctions following sections 3.4 and 3.5 of this document. If SEAC imposes sanctions, the Respondent may appeal following section 3.6 of this document.

### **3.6 Appeals**

Once the Executive Board has decided on actions to be taken against the Respondent, the Respondent has ninety (90) days to file an appeal of the sanction and/or the finding. The Executive Board will review the appeal and sustain or revise its decision on the sanction. The Executive Board will evaluate the appeal within thirty (30) days of receipt, at which time the President will inform both the Respondent, the Complainant, and the SHARP Coordinator of their decision and what, if any, course of action will be taken.

If the Executive Board requests the SHARP Committee to reconsider their findings after an appeal, the SHARP Committee has up to ninety (90) days to reconsider the finding. If necessary, the

SHARP Committee may ask the Board for an extension of time for gathering additional information. The SHARP Committee then follows the guidelines established above in the grievance procedure.

### **3.7 Use of Legal Counsel**

The Executive Board and SHARP Committee shall maintain its agreement with legal counsel to review or assist in the investigation of an allegation or complaint. Such legal counsel shall be identified and approved by the President or Executive Board. SEAC can also confer with legal counsel if an allegation of sexual assault has occurred (see Section 3.8 below.)

### **3.8 Sexual Assault**

Sexual assault is a criminal act. Crimes are investigated by law enforcement and prosecuted by the state. SEAC takes allegations of sexual assault seriously and is limited in its capacity to act on allegations of sexual assault. In an instance where sexual assault has occurred, individuals should report such incidents to local law enforcement. Individuals can notify SEAC when sexual assault has occurred, and SEAC will take all possible measures to maintain a safe environment, which can include removal of any individual accused of such sexual assault from a meeting and providing an escort to the individual making such allegation. SEAC will take all possible steps to protect the identity of the individual making the allegation.

### **3.9 Conflict of Interest**

Actual or apparent conflicts of interest must be avoided in all actions by the SHARP Committee, the SHARP Coordinator, the subject matter experts retained by the Committee, and the Executive Board during an investigation. To this end, members of the relevant committee must recuse themselves from participation in the investigation if they are from the same institution (for institutions with multiple campuses this applies only to the same physical campus), have worked closely with, have a personal relationship with, or are related to either the Complainant or Respondent.

At minimum, three SHARP members must be available, with no conflicts of interest, to conduct the investigation. The President and Executive Board, in consultation with the SHARP Coordinator, will name one of the committee members as the Vice Coordinator to assist and serve as Coordinator in the event that the Coordinator has a conflict of interest or if the Coordinator cannot serve for other reasons. If less than three SHARP committee members are able to proceed with an investigation due to an actual or perceived conflict of interest, the President and Executive Board will appoint acting SHARP Committee members to lead the investigation, with preference given to former Task Force and SHARP Committee members and/or former SEAC elected officers.

If the President recuses themselves, the Executive Board will appoint the next officer of succession as documented in the SEAC bylaws Article IV .

### **3.10 Release of Sanctions**

The SHARP Coordinator will be responsible for responding to any inquiries about current or former members who have been sanctioned. The SHARP Coordinator and SEAC President, in consultation with SEAC's legal counsel, will review requests on a case-by-case basis. All requests for the release of sanctions must be reviewed by legal counsel. In the rare case that the SHARP Coordinator and SEAC President believe it is an imperative to release the results of any sanctions, the Executive Board will be notified. Information related to ongoing investigations will not be released. Information

related to investigations that did not result in sanctions will not be released. SHARP Committee activities, including the number of investigations, outcomes, and sanctions will be reported in the Committee's annual report to the Executive Board with names of those involved remaining confidential.

### **3.11 Statute of Limitations**

The shorter the period between incident and report helps greatly in the ability to investigate and bring proper remedy to a case. SEAC encourages anyone subjected to sexual harassment to file a complaint within one (1) year of the incident taking place so that a timely investigation may be carried out. However, the SEAC SHARP Coordinator and President, in consultation with previous individuals who have held these offices, may investigate older incidents on a case-by-case basis.

### **3.12 Retaliation is Prohibited**

SEAC will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of SEAC policy and will be subject to disciplinary action and grievance procedures outlined above.

\* \* \* \* \*

## Appendix E: Passed copy of the 2022 Annual Meeting Code of Conduct

### SEAC Annual Meeting Code of Conduct 2022



This code of conduct applies to all participants at annual meetings of the Southeastern Archaeological Conference (SEAC), including presenters, vendors, exhibitors, and other attendees.

SEAC considers sexual harassment and assault to be forms of professional and scientific misconduct that are antagonistic to the practice of archaeology and the lives and careers of archaeologists, archaeology students, and prospective archaeologists. Sexual harassment and assault are also illegal according to U.S. federal law. Sexual harassment includes “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,” as well as “offensive remarks about a person’s sex” that are considered to be illegal in cases when such commentary is “so frequent or severe that it creates a hostile or offensive work environment.” Examples of sexual harassment include (but are not limited to) offensive statements and gestures, repeated requests for unwanted social interaction or physical contact, dismissive or denigrating modes of referring to individuals based on physical characteristics or gender expression, and stalking. Sexual assault is a form of violence, and examples of sexual assault include (but are not limited to) groping, touching without consent, forced participation in sexual acts, and intimidation or torture through sexual activity.

Cases of sexual harassment and assault can have and do have long-lasting and far-reaching effects on those subjected to them and on the archaeology community. Such occurrences can be and often are traumatic, with negative impacts on health, wellness, opportunities, and career trajectories. They have detrimental impacts on people, on the archaeology community, and on the practice of archaeology and related fields.

No participant and attendee at SEAC events should be subjected to sexual harassment or sexual assault. SEAC is not an adjudicating body, but if a SEAC member is subjected to sexual harassment or sexual assault while at any SEAC-related event, we ask them to file a complaint by speaking with, texting, emailing, or calling a SEAC Safe Officer or a voting officer of SEAC. SEAC can consider but cannot act on anonymous complaints, nor complaints made via social media. When a SEAC Safe Officer or voting officer receives a complaint and shares the relevant information with the SEAC president, SEAC will then take reasonable and appropriate actions to ensure the safety of SEAC members and participants in SEAC events and programs in the form(s) of providing escorts and advocacy by SEAC Safe Officers, by advising Complainants (individuals who file complaints) about their options, by reporting allegations of potentially illegal activities to local authorities, by requesting that a Respondent (the person who is alleged to have violated this code of conduct) modify their behavior (and stay away from a Complainant if that person is identified), or by other actions as appropriate. SEAC expects members and annual meeting attendees to comply with requests to alter or to moderate behavior based on reasonable and credible complaints.

We assume that all registrants for SEAC activities will have read and will understand this code of conduct; and they must agree to abide by Principle 9 (Safe Educational and Workplace Environments) in the Principles of Archaeological Ethics by the Society for American Archaeology (SAA), which states that:

Archaeologists in all work, educational, and other professional settings, including fieldwork and conferences, are responsible for training the next generation of archaeologists. Part of these responsibilities involves fostering a supportive and safe environment for students and trainees. This includes knowing the laws and policies of their home nation and institutional workplace that pertain to harassment and assault based upon sex, gender identity, sexual orientation, ethnicity, disability, national origin, religion, or marital status. SAA members will abide by these laws and ensure that the work and educational settings in which they have responsible roles as supervisors are conducted so as to avoid violations of these laws and act to maintain safe and respectful work and learning environments.

As an organization, SEAC promotes inclusivity and opportunity, it expects adherence to codes of professional ethics and to U.S. law, and it recognizes sexual harassment and sexual assault as antithetical to the principles and values of SEAC and the profession of archaeology as a whole. SEAC supports the viewpoints and policy statements of other organizations on the problems posed by sexual harassment and assault in archaeology, including those by the Society for American Archaeology (SAA), the Society for Historical Archaeology (SHA), the Canadian Archaeological Association (CAA), the American Anthropological Association (AAA), the Archaeological Institute of America (AIA), the Society for Classical Studies (SCS), the American Historical Association (AHA), the American Physical Society (APS), and the American Geophysical Union (AGU).

SEAC members with concerns about issues related to sexual harassment and assault should feel welcome to discuss those concerns confidentially with the voting officers of SEAC, members of the SEAC Task Force on Sexual Harassment and Assault, and individuals designated as SEAC Safe Officers. Individual members of SEAC and SEAC as an organization should strive to create safe and supportive environments for participation in all its events and programs. Public awareness about the problems of sexual harassment and assault in archaeology will ideally reduce the prevalence of these problems in the long run.

#### Relevant Web Sites

##### SEAC

- <https://www.southeasternarchaeology.org/sexual-harassment-task-force/>

##### SAA

- <https://www.saa.org/annual-meeting/submissions/anti-harassment-policy>
- [https://documents.saa.org/container/docs/default-source/doc-careerpractice/harassment\\_resource.pdf?sfvrsn=d5b7b7d8\\_4](https://documents.saa.org/container/docs/default-source/doc-careerpractice/harassment_resource.pdf?sfvrsn=d5b7b7d8_4)
- <https://www.saa.org/career-practice/saa-statements-guidelines/statement-details/2015/11/01/saa-statement-on-sexual-harassment-and-violence>

##### SHA

- <https://sha.org/about-us/sha-sexual-harassment-discrimination-policy/>

##### CAA

- <https://canadianarchaeology.com/caa/about/committees/caa-committee-members-safety>

AAA

- <https://www.americananthro.org/LearnAndTeach/Content.aspx?ItemNumber=22956&navItemNumber=22957>

AIA

- <https://www.archaeological.org/wp-content/uploads/2019/05/AIA-Statement-on-Sexual-Harassment-and-Assault-and-Guidelines-on-Archaeological-Field-Projects.pdf>

SCS

- <https://classicalstudies.org/scs-news/scs-statement-harassment-annual-meeting>

AHA

- <https://www.historians.org/about-aha-and-membership/governance/policies-and-documents-of-the-association/code-of-professional-conduct-at-officially-sanctioned-aha-activities>

AGU

- <https://harassment.agu.org/>
- <https://fallmeeting.agu.org/2018/agu-meetings-code-of-conduct/>

APS

- <https://www.aps.org/meetings/policies/code-conduct.cfm>

## Appendix F: Safe Officer Information for the 2022 Program's Annual Meeting



### 2022 SEAC Safe Officer Program

Any SEAC participant who has been subjected to sexual harassment, assault, discrimination, or other unwanted behaviors can report these behaviors to a SEAC Safe Officer. They are Robbie Ethridge, Shawn Lambert, Mikayla Absher, Grant Stauffer, Cindy Carter-Davis, and Lauren Walls [two other additional members TBD]. If you would like to make a report, please contact any of these officers, speak with the officer on duty at the registration desk, or for 24-hour reporting, call or text Robbie Ethridge at 662-816-6369. For more information see the full program or go to <https://www.southeasternarchaeology.org/sexual-harassment-task-force/>. SEAC Safe Officers will be wearing red T-shirts as shown above.



## Appendix G: Evaluative Results from the Student Virtual Workshop on Reducing and Preventing Sexual Harassment at Field Schools

In total, we estimate that 13 students attended the SHARP Committee’s virtual workshop on reducing and preventing sexual harassment at field schools. Five attendees completed the evaluation. The open-ended and Likert-scaled responses indicate that workshop attendees gained knowledge from their participation in the workshop and would recommend similar workshops to their peers and supervisors. Open-ended responses have not been edited and Likert-based responses appear in Figure 1 of Appendix G and Table 1 of Appendix G.

What was the most valuable information you learned during this workshop?

- *Resources, and specific skills for preventing harassment and assault*
- *Preventative strategies*
- *What the reporting structure looks like at a university and strategies for creating a safe environment in field schools.*
- *To help familiarize students with the site to help them feel less vulnerable and offer resources for them to contact who they feel most comfortable with for help.*
- *Action based items for helping to maintain student comfort and safety, such as weekly google form check ins*

Were there additional topics that you hoped this workshop would cover, but were not? If so, what topics would you like to see covered? [one respondent did not provide an answer to this question]

- *More on specific future trainings for field schools (designated trainings for safe people at each field school)*
- *How to address sexual harassment when it does occur*
- *No, it went above and beyond what I expected.*
- *This workshop covered all my expectations for topics/questions*

Do you have any recommendations to improve future workshops on this topic? [one respondent did not provide an answer to this question]

- *Nope*
- *Example situations/mock exercises possibly*
- *Not any that I can think of.*
- *None*

Figure 1 of Appendix G. Responses to Likert-based items.



Table 1 of Appendix G. Items with mean response for a 5-point Likert scale and standard deviation. All five respondents answered all Likert scale questions.

<b>Item</b>	<b>Mean</b>	<b>Standard deviation</b>
I would recommend a similar workshop geared toward field directors to my field supervisor.	5.0	0.0
I would recommend this workshop to my peers.	5.0	0.0
After attending this workshop, I feel better prepared to support students conducting field work.	5.0	0.0
After attending this workshop, I feel better prepared to handle instances of sexual harassment and assault that may occur in the field.	4.8	0.4
This workshop increased my knowledge about ways to prevent sexual harassment and assault while supervising in the field.	4.8	0.4
I believe I will use the information I learned during this workshop when I am supervising in the field.	5.0	0.0
The content in this workshop will be useful to me as a student supervisor in archaeology.	4.8	0.4

## Appendix H: Evaluative Results from the Field Director Virtual Workshop on Reducing and Preventing Sexual Harassment at Field Schools

In total, we estimate that 30 field directors attended the SHARP Committee's virtual workshop on reducing and preventing sexual harassment at field schools (attendance was difficult to track because participants joined and dropped throughout the workshop). Fifty-eight individuals did register for the workshop. Eight attendees completed the evaluation. Responses indicate the attendees found value in the workshop and would recommend similar workshops to their students and peers. Open-ended responses do indicate that virtual workshops should provide more training in best practices for working with Title IX coordinators, as well as other suggested topics. The SHARP Committee will discuss these options to identify additional ways we can support SEAC members. Open-ended responses have been edited to correct minor grammatical and spelling errors. Likert-based responses appear in Figure 1 of Appendix H and Table 1 of Appendix H.

What was the most valuable information you learned during this workshop?

- *How to manage different situations.*
- *safe word, conversations and support around menstruation (and I menstruate), contact information for hierarchy/support*
- *How to set the stage, prepare for a field school, and reinforce those values*
- *I really benefitted from the specific suggestions like the weekly anonymous survey, the safe word.*
- *The idea about passing out contact cards for individual students can contact and resources they can access is a great idea I'll include in my upcoming field school. There were several actionable tips like this that are great suggestions.*
- *Ideas regarding how to make students comfortable to report*
- *General discussion of how to implement the major points. The discussion portion.*
- *That the best way to prevent sexual harassment on site is to make students feel supported holistically.*

Were there additional topics that you hoped this workshop would cover, but were not? If so, what topics would you like to see covered?

- *How to deal if the police or law agencies need to be called to the site.*
- *None.*
- *It wasn't until I hung up that I realized we didn't talk about the role of alcohol.*
- *Not really. I haven't looked through the Drive yet, but maybe syllabi or step-by-step examples if some things. Like what does the agenda of a season start-up meeting on inclusivity look like?*
- *It would be helpful to have some "navigating Title IX" training. I'm not talking about an information session on Title IX, but best practices for working through the Title IX process - walking the tightrope of compliance and the need to adopt a student-focused approach. It would be good to hear from others who have handled Title IX cases originating from field schools (not just field supervisors who may have been witnesses, but also folks who served as advisors and investigators in the Title IX cases). I'd like to learn more about how to protect students both in terms of preventing harassment (which this workshop was great for) but also in terms of documentation and reporting (to provide the best outcome for them in a Title IX situation - the daily notetaking one participant mentioned was a good example of this).*
- *Student obligations under Title IX*
- *None that I can think of. Perhaps include some language or recommendations for helping faculty be comfortable discussing pronouns and related terms.*
- *This came up briefly during the Q&A, but a longer discussion of how to acknowledge when something has happened on site (without naming names) that makes students feel listened to and cared for. Also, how to separate dating interaction (which does happen among students) from harassment.*

Do you have any recommendations to improve future workshops on this topic? [two respondents did not provide an answer to this question]

- *Examples of the field school's code of conduct?*
- *Hard to safely do an interactive component, but maybe something could be done to make it a little more interactive?*
- *There was a lot of discussion of prevention, which is super helpful. But maybe a little more on what to do if you see/hear/become aware of a situation. Also, more on what gender harassment looks like.*
- *No - I thought the structure, format, and length all worked well. Some illustrative case studies might be helpful in some cases. E.g., "this suggestion can be useful in cases where, let's say, this happens." It just makes it easier to connect the dots between my particular field course and the recommendations provided.*
- *The only thing I can think of is budget more time for Q&A, it seemed a lot of us had clarifying questions (that were excellently addressed).*
- *This a very useful and very well-run workshop. Thank you!*

Figure 1 of Appendix H. Responses to Likert-based items.

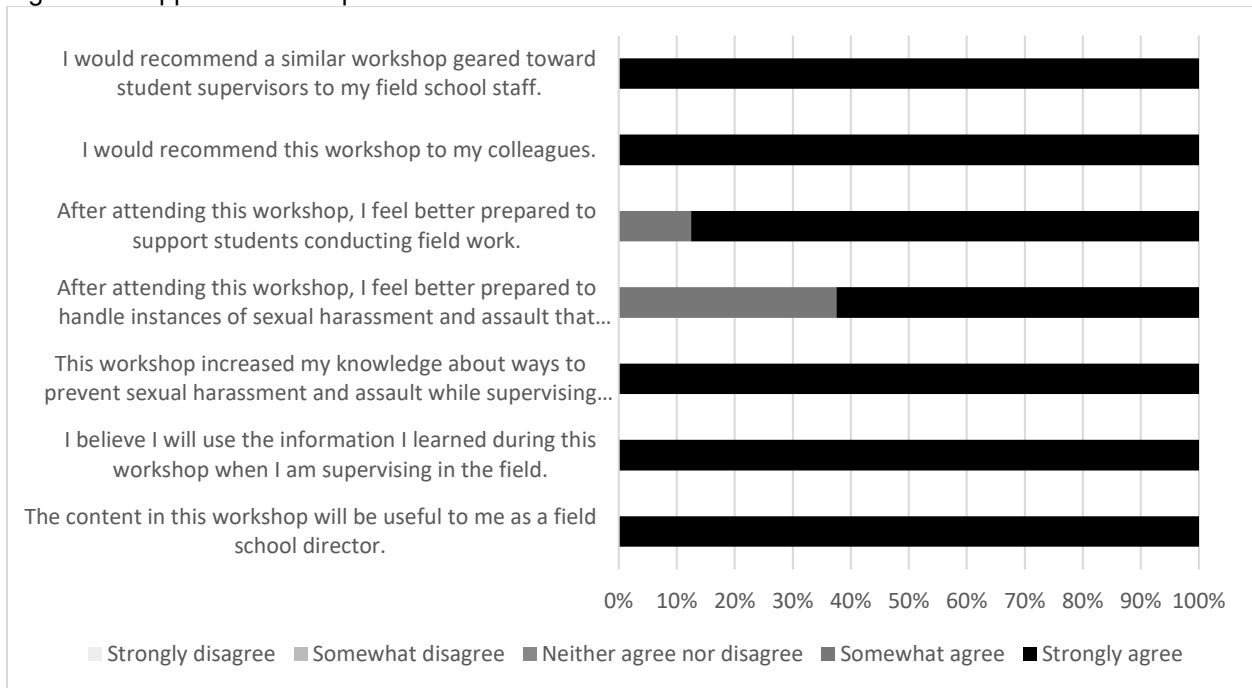


Table 1 of Appendix H. Items with mean response for a 5-point Likert scale and standard deviation. All eight respondents answered all Likert scale questions.

Item	Mean	Standard deviation
I would recommend a similar workshop geared toward student supervisors to my field school staff.	5.0	0.0
I would recommend this workshop to my peers.	5.0	0.0
After attending this workshop, I feel better prepared to support students conducting field work.	4.8	0.5
After attending this workshop, I feel better prepared to handle instances of sexual harassment and assault that may occur in the field.	4.6	0.5

This workshop increased my knowledge about ways to prevent sexual harassment and assault while supervising in the field.	5.0	0.0
I believe I will use the information I learned during this workshop when I am supervising in the field.	5.0	0.0
The content in this workshop will be useful to me as a field school director.	5.0	0.0