



To: Teaching and Research Faculty

From: Austin O. Agho, Ph.D., Provost and Vice President for Academic Affairs

Re: Guidelines for protecting scholars and researchers from attacks on social media, message boards, and other online forums

Date: July 1, 2022

Introduction

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Office of the Provost and Vice President for Academic Affairs
2004 Koch Hall, Norfolk, VA 23529 yPhone: 757/683-5421 yodu.edu/acadaffairs

Faculty member

Call ODU Police at 7583-4000 or dial 91-1 if you or others close to you are in immediate physical danger.

Call ODU Police at 7583-4000 to report the incident.

Inform the Department Chair of the attack as soon as possible. Research faculty should inform their Center Director.

Document evidence of the attack (e.g., emails, postings, calls, online messages) and submit it to the Department Chair, College Dean, and ODU Police Department so that they can activate campus resources to identify the source of the harassment. Research faculty should include the Center Director in all communications.

Provide your Department Chair with a list of authors and collaborators who are also at risk of being targeted.

Assist Chair and Dean/Center Director in p5 (ir)11 (e)c1 (e)-3 i.9 (y)tA aT9 (h)2.8896 0 Td ()T8oa--0.8 (

Academic Dean and Center Director

Reassure the faculty member of the University's commitment to academic freedom and public safety.

Forward information from the faculty member to the Threat Assessment Team for evaluation.

Notify the Office of Academic Affairs, ITS, and the Office of University Communications about the situation.

Work in collaboration with the Office of Academic Affairs and Office of Research to propose a plan to protect the affected faculty member.

If the harassment is motivated by the race, ethnicity, religion, gender, or LGBTQ+ identity of the faculty member, the Office of Institutional Equity and Diversity must be notified.

Work with the faculty member and Department Chair to prepare a statement for the University Public Relations Officer to respond to the situation. If the issue is student-related, work with the Department Chair to help students switch classes, if necessary.

Work with the chair to alter the affected faculty member's teaching schedules, as necessary, based on feedback from the ODU Police Department or Threat Assessment Team.

Provide instructions to front desk staff (e.g., Dean's Office and Department staff) on how to

rehandle the situation. (w)-3

In meetings called to discuss critical issues pertaining to the threat, the affected faculty member should be allowed to invite a mentor or an advocate.

Assist ODU Police Department with investigations related to this situation.

Office of University Communications

Serve as the point of contact for all media inquiries.

At the direction of University Police or University Counsel, assist with the retrieval and