

Goal:

- Establish clear channels within the engineering school for Ph.D. students to discuss wellness and other academic issues in a safe manner that protects their privacy and academic standing in the school.
- These channels will be used for the following purposes:
 - Academic-related stress issues or challenges with progress in the doctoral program
 - Advisor-advisee relationships or explore switching advisors
 - Reporting misconduct of faculty member(s) toward graduate students

Departmental-level channel:

- Within the department, students are encouraged to reach out to graduate group chairs, departmental wellness ambassadors, and/or graduate coordinators as their first line of support on adviser-advisee issues and other academic issues.
- If needed, the graduate group chairs and graduate coordinators will escalate to the department chair and Associate Dean of Graduate programs to assist.

School-level channels:

- The school-level graduate wellness committee consists of three staff members: Alyse Edwards, Tori Frew, and Sonya Gwak. They can be contacted via a group email address phdwell@seas.upenn.edu. You can also choose to email any one of them directly instead.
- The wellness committee will be a safe and private way for students to discuss any concerns they have, in the event they prefer to reach out to someone outside of their department.
- At any point of the discussions, if the wellness committee thinks the matter needs to be reported, this will be disclosed to the student.
- If needed, with the student's consent, the committee may refer the student to other resources within the engineering school or university.
- Any potential faculty misconduct will be reported to the Associate Dean of Graduate Programs, who will initiate an investigation inquiry in consultation with the Dean and Senior Associate Dean.
- In addition to drop-in private office hours, the Associate Dean of Graduate Programs will randomly select three PhD students each month to do a one-on-one check in.

Student-led channels:

- The Dean's Doctoral Advisory Board and Dean's Diversity and Inclusion Board meets with the Associate Dean of Graduate Programs on a monthly basis to provide feedback and raise concerns on behalf of students. The list of board members is listed on the SEAS Students Slack channel (upennseascomms.slack.com) as a pinned post.
- Students are encouraged to approach the student leaders (only they are comfortable) to raise any concerns that they may have.
- The president of GSEG, and a representative from the Dean's Doctoral Advisory Board and Dean's Diversity and Inclusion Board will attend the monthly Graduate Affairs Committee (GAC) meeting chaired by the Associate Dean of Graduate Programs. The committee is composed of the six graduate group chairs and graduate staff from Research and Academic Services (RAS).
- The student leaders can also directly report incidents to the Associate Dean for Graduate Programs.

University resources:

- Penn Ombuds (<https://ombuds.upenn.edu/>) - provides mediation services between faculty and students.
- University Compliance reporting mechanism P-Comply hotline (phone and email): <https://secure.ethicspoint.com/domain/media/en/gui/22868/index.html>
- Penn CAPS (Counselling and Psychological Services). <https://caps.wellness.upenn.edu/>
- PENN SIS (Student Intervention Services) <https://home.vpul.upenn.edu/intervention/>