



# Sexual Misconduct: Guide for Faculty and Staff

## Steps to take if you learn a student has experienced an incident of:

All faculty and staff are **required** to report incidents of sexual misconduct to the Title IX Coordinator.

(For exceptions, see page 2 of this guide.)

- sexual harassment
- sexual assault
- domestic violence
- dating violence
- stalking
- or other sexual misconduct

*Prior to a Disclosure: If you believe a student is about to tell you about an incident of sexual misconduct, explain your reporting duties before they make the disclosure, if at all possible. If the student wants to talk to someone WITHOUT any information being reported, refer them to the on-campus and off-campus "Confidential Medical and Support Services" in the "Sexual Misconduct: Resources for Student Survivors" Handout.*

*Following a Disclosure: Take these 3 important steps.*

### Step 1:

#### **Care for the Student**

Provide the student with non-judgmental support AND ensure the student is safe.

If there is immediate danger, call 911, or, Public Safety at 206-296-5911.

### Step 2:

#### **Connect the Student with Resources**

Explain your reporting duties AND provide the student with resources.

The "Sexual Misconduct: Resources for Student Survivors" Handout is an ideal source.

### Step 3:

#### **Contact the Title IX Coordinator**

At the earliest possible time (no later than 24 hours) after the disclosure, report the incident to:

Andrea Katahira, Title IX Coordinator | 206-220-8515 | katahira@seattleu.edu

**\*\*\*Additional information and guidance about these requirements and steps are provided on page 2.\*\*\***

## **Additional Information and Guidance for Seattle University Faculty and Staff Responding to a Disclosure that a Student Has Experienced Sexual Misconduct**

*Seattle University is committed to providing a safe and nondiscriminatory campus. The University takes all allegations of sexual misconduct seriously, and is committed to providing information, resources, and clear direction to all members of the community so that, together, we can help prevent and address this conduct. The University recognizes the significant trust relationship faculty and staff have with students, and the difficulty that may come with responding to a disclosure of sexual misconduct by a student, as you aim to help the student and meet your obligations to help ensure the safety of our community. This guide provides basic steps, guidance, and information to assist you in these situations. Please understand, however, that this one-sheet guide cannot and does not address every aspect of responding to disclosures of sexual misconduct. If at any point you have questions or want additional guidance or information, please contact the Title IX Coordinator.*

**REQUIREMENT TO REPORT / EXCEPTIONS.** All faculty and staff are required to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator. The requirement extends to all faculty and staff because of the University's commitment to provide a safe and nondiscriminatory campus, as well as its responsibilities under Title IX. The only exceptions to this requirement are the following confidential resources: (1) Counseling and Psychological Services, (2) Student Health Center, (3) Campus Ministry, and (4) a priest or member of the clergy who is serving as pastoral counselor. [If your position is not included here and you believe it should be, contact the Title IX Coordinator to verify your status.]

**TYPES OF INCIDENTS COVERED.** This guide covers incidents of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and other sexual misconduct experienced by a student, regardless of where or when it occurs, or by whom, whether between people of different sexes or the same sex, and regardless of the student's gender identity or expression. [If you are unsure if an incident falls into any of these categories, contact the Title IX Coordinator, who can assist with making the determination prior to your reporting of personally identifying information.]

**EXPLAINING YOUR REPORTING DUTIES.** If you believe a student is about to tell you about an incident of sexual misconduct, if at all possible, explain your reporting duties *before* they make the disclosure. If this is not possible, do it soon after the disclosure. You can explain that even though you are obligated to share the information with University personnel specially trained to respond, the student's privacy will be respected; as needed, identities and details will be shared only with those who need to know to support the student and to address the situation through the University's processes. You can tell the person that when a student wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University's general policy is to respect such requests unless certain overriding factors are present related to the University's obligation to provide a safe, non-discriminatory environment for all members of the University community, including the student. If, upon learning of your reporting duties, the student does not wish to disclose the incident or provide further details to you, refer them to the on-campus and off-campus "Confidential Medical and Support Services" in the "Sexual Misconduct: Resources for Student Survivors" Handout.

*Example: "I need to tell you that if I become aware that sexual misconduct has occurred, I am required to inform University staff who are specially trained to respond, so that steps can be taken to ensure your safety and the safety of our community. Your privacy will be respected, but if you prefer to talk to someone who does not have an obligation to report, there are other options. On campus, you can talk to someone at Counseling and Psychological Services, the Student Health Center, or Campus Ministry, or, to a priest or member of the clergy who is serving as pastoral counselor. There are local off-campus resources as well."* [Then provide the "Sexual Misconduct: Resources for Student Survivors" Handout.]

**PROVIDING NON-JUDGMENTAL SUPPORT.** One of the most important ways to provide support is to listen without judging or blaming. Remember that no matter what the circumstances, no one deserves to be subjected to sexual misconduct. Allow the student to talk about their experience. The person may not know what to call what happened; do not define the experience for them. Follow their lead; do not take control of the situation or try and do something to "fix" it. Having experienced sexual misconduct can cause the person to feel a loss of control; let the student make their own decisions, and support their decisions. Also understand that everyone responds uniquely to sexual misconduct. Be a support person and help the student find support.

**ENSURING THE STUDENT IS SAFE.** If there is immediate danger, call 911, or, Public Safety at 206-296-5911. The "Sexual Misconduct: Resources for Student Survivors" Handout has additional information for contacting police in non-emergencies and for local hospitals, in addition to on-campus resources.

**CONNECTING THE STUDENT WITH RESOURCES.** Provide the student with the "Sexual Misconduct: Resources for Student Survivors" Handout, which can be found on-line at <http://www.seattleu.edu/deanofstudents/sexual-misconduct/>.

**CONTACTING THE TITLE IX COORDINATOR.** At the earliest possible time (no later than 24 hours) after you receive information that a student has experienced sexual misconduct, you must report it to the Title IX Coordinator. You may need to report all relevant details about the incident(s) disclosed by the student. Once you have reported to the Title IX Coordinator, you will likely not need to take further action.