

Faculty Title IX Toolkit

It is helpful for students to understand that, as faculty, you are considered a Responsible Employee, who is required to report disclosures about sexual assault, dating/domestic violence, stalking, sexual exploitation, or sexual or gender-based harassment to the Title IX Coordinator. This can be accomplished through a statement on the syllabus, information provided on Blackboard, or through an announcement in class.

Provided below is an example of syllabus language, suggested response to student disclosures, sample language about confidential resources, and guidance for disclosures that occur through classroom discussion or academic assignments.

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North Central College: Title IX Sample Syllabus Language

North Central College cares about the safety and well-being of all faculty, staff, and students. Federal law, specifically *Title IX*, and the College's *Discrimination, Harassment, Sexual Misconduct and Retaliation* policy, states that all employees, such as faculty and advisors, serve as Responsible Employees who are **required** to report incidents involving sexual or gender-based violence/harassment to the Title IX Coordinator.

All disclosures about sexual or gender-based harassment, sexual assault, dating violence, domestic violence, stalking, and/or sexual exploitation that occur on, or off, campus must be reported to the Title IX Coordinator. The Title IX Coordinator can be contacted directly at rgordon@noctrl.edu or by calling (630) 637-5340, to make a report or gather further information on available resources.

The Title IX Coordinator can explain details regarding resources and options such as interim safety measures, reasonable academic accommodations, and, if desired, receiving assistance reporting to law enforcement. In certain circumstances, the Title IX Coordinator can take anonymous or confidential reports as long as there are no individual or campus community safety risks present. Participation in any process is always voluntary. The policy, resources, Sexual Misconduct Resource Guide and online reporting form can be accessed from the Title IX webpage at:

www.northcentralcollege.edu/titleix. The reporting form can be accessed from CardinalNet or directly at: titleixreport.northcentralcollege.edu.

For **confidential reports** and information about resources and options, contact the Campus Advocate: Jessica Vasquez at **630-637-5113**.

Anonymous reports can be made by calling the **Campus Conduct Hotline** at (866) 943-5787.

Recommended Protocol for Faculty Response to Student Disclosures

As a faculty member, you are critical in connecting students with resources and reporting to the College. Your role is not to gather additional information but to:

- 1) Listen and provide support.
- 2) When possible, inform the student about their option for confidential and anonymous reporting **before** the student discloses details.
 - a. Confidential Reporting: Call (630) 637-5113 or email: jevasquez@noctrl.edu, Jessica Vasquez, Campus Advocate.
 - b. Anonymous reporting: call (866) 943-5787 to contact the **Campus Conduct Hotline**.
- 3) Inform the student of your responsibility to contact the Title IX Coordinator and that the Title IX Coordinator will provide additional information to the student.
- 4) Provide reassurance that the purpose of you contacting the Title IX Coordinator is

so that the student can receive information about resources, interim safety measures, reasonable academic accommodations, and options.

- 5) Provide a copy of the Sexual Misconduct Resource Guide (if possible)
- 6) Report the disclosure to the Title IX Coordinator within 24 hours via:
 - a. online reporting form: titleixreport.northcentralcollege.edu
 - b. phone: (630) 637-5340
 - c. email: rgordon@noctrl.edu
- 7) If you have any questions or concerns, please call the Title IX Coordinator to consult

Sample Language: Student Options for Confidential Reporting

It is important that students know that there are confidential options for reporting their experiences with sexual or gender-based violence/harassment and are told of your obligation to report to the Title IX Coordinator. Including the above Title IX statement in your syllabus, making an announcement in class, or posting the information to Blackboard are best practices.

Below is some helpful language to assist you as a responsible employee.

In order to remind a student of your obligation to inform the Title IX Coordinator, you may need to **interrupt** the student before a disclosure occurs.

- 1) **Say:** *"I'm sorry to interrupt you. I want you to know I can help you but, I also want you to be informed to whom this information will be shared.*
- 2) **Then say:** *"I want you to know that I am required to report all disclosures involving sexual violence/harassment to the Title IX Coordinator so that you can be provided with information about your rights and options such as safety measures, reasonable*

academic accommodations, reporting to Campus Safety, assistance reporting to the Police, or requesting a Title IX investigation."

- 3) **Then tell the student...** *"I'm happy to talk with you but, **if** you want to talk about this with someone confidentially, contact the Campus Advocate, Jessica Vasquez, at (630) 637-5113. She can provide information about on- and off-campus options and resources, assist with reporting, go with you to related meetings, and provide referral. To make an anonymous report, you can call the **Campus Conduct Hotline** at (866) 943-5787."*

- 4) **Then say, how can I help you?**

Disclosures Made through Classroom Discussions and Academic Assignments

There are times when students disclose past experiences with sexual or gender-based harassment, sexual assault, dating violence, domestic violence, stalking, and/or sexual exploitation through classroom discussions, academic assignments, or during public awareness events such as "Take Back the Night" or "Clothesline Project." These types of disclosures do not trigger reporting obligations, however, best practices recommends that faculty talk with the student about the content of their disclosure and mention the resources available to students. When past experiences are interfering with the student's current academic performance, it is important that students are made aware of the resources and options available to them.

If you receive a disclosure and are not sure how to respond or are unsure about whether or not to report, you can consult with the Title IX Coordinator for guidance.