

Responsible Employees

All employed faculty members, professional staff, supervisors, managers, and uniformed officers in Rowan University's Public Safety Department are "responsible employees" under Title IX and are required to report all instances of sexual misconduct, sexual violence, intimate partner violence, and gender-based discrimination to the Office of Equity and Diversity. So as a responsible employee, what do you do if a student tells you they experienced sexual or interpersonal violence? Please use the Guidelines below. Do not hesitate to contact the Office of Equity and Diversity with any questions.

Guidelines for Responsible Employees

1. Determine whether the student requires immediate medical assistance or treatment. If so, call Student Health Services at 856-256-4333 or Rowan University Department of Public Safety at 856-256-4911 immediately.
2. Ask the student if they would like you to contact the police immediately. If so, please call Public Safety immediately. If not, respect the student's wishes.
3. Tell the student that you cannot promise confidentiality. Tell the student that, as **a responsible employee of the University, you are required to report the incident to the University's Title IX Manager, Nyssa Taylor, 856-256-5831 or Title IX Coordinator, Bindu Jayne at 856-256-5830.** Assure the student that you will NOT tell anyone else.
4. Inform the student that if they would like to speak with a confidential resource, they may call Counseling and Psychological Services at the Wellness Center at 856-256-4333. Consider walking there with the student. These services are completely free and students can be seen on an emergency basis. If a student needs to speak with Counseling and Psychological Services after normal business hours, please call public safety at 856-256-4911 and ask to be connected to the On Call Counsel. Also, inform the student that SERV (Services Empowering Rape Victims) offers a 24-hour confidential hotline at 1-866-295-7378.
5. Advise the student that they have the right to contact the police at any time, but they are not obligated to do so. Please also advise the student that they also have right to file a formal complaint with University through the Title IX process at any time, but they are not obligated to do so.
6. Let the student know that if they do not feel safe, people on campus can help them. Advise the victim that assistance can be provided by the University for changing housing, academic, and working situations, or any other interim measures if requested by the victim and if reasonably available, regardless of whether the victim chooses to report the situation to the police or file a formal complaint with the Office of Equity and Diversity.

7. Please let the student know the Title IX Manager will be reaching out to them via email or phone within two days. The Title IX Manager will provide them with information about services, interim measures, reporting options, and the University's Title IX process.
8. Remind the student that acts of sexual misconduct, such as sexual assault, relationship violence, and stalking, are never the fault of the victim. Thank the student for telling you what happened and provide them with the following resources:

Title IX Coordinator: Bindu Jayne 856-256-5830

Title IX Manager: Nyssa Taylor 856-256-5831

Rowan Department of Public Safety 856-256-4911

Wellness Center: 856-256-4333

SERV (Services Empowering Rape Victims): 1-866-295-7378 <https://www.centerffs.org/serv/welcome>

Inform the student that additional resources are available on [Rowan's Title IX Website](#).

- Inform the student that retaliation by the alleged perpetrator or anyone else is prohibited and will be punished by the University. The University wants to make certain the fear of retaliation does not prevent the victim from reporting the incident either to the police or formally to the University. If the victim experiences any retaliation, they should immediately contact the Title IX Manager.