

Responding to Sexual Misconduct and Harassment: A Guide for Responsible Employees

INTRODUCTION

If you are an employee and a student or a colleague has disclosed that they have experienced sexual misconduct or harassment, your response can make a big difference. The Office of Student Equity and Compliance (OSEC) has created this Responsible Employee Reporting Guide in order to aid you in navigating the process.

The following behaviors constitute sexual misconduct and are prohibited under . See Rowan's , [Title IX Sexual Harassment/Sexual Assault Policy](#) and [Student Sexual Misconduct and Harassment Policy](#). A list of terms and definitions is also included in this policy.

- Non-Consensual Sexual Intercourse or Penetration
- Non-Consensual Sexual Contact (Fondling)
- Sexual Exploitation
- Intimate Partner Violence includes dating and domestic violence
- Stalking
- Sexual/Gender-Based Harassment
- Harassment
- Other Sexual Misconduct

All university employees, except those specifically designated as confidential resources (Health Services, Counseling Services), must report to the Title IX Coordinator any incidents of possible sexual misconduct or harassment. **Reports must be made within 24 hours** (see page 2, How to Report).

Employees are uniquely positioned to assist students experiencing sexual misconduct or harassment **because you often see the warning signs - absence from class, decreased productivity, lower grade, social withdrawal - before others.**

In responding to disclosures, here are some steps that you can take, though not necessarily in this order.

CARE

Care for the student or colleague

- Confirm the person's safety
- Call 911 or Rowan Police if there is an emergency
- Start by explaining your Responsible Employee reporting obligation
- Listen without judgment and offer support

Allow the person to determine what they need. Do not impose or take control. Encourage the person to preserve evidence.

CONNECT

Connect the person with resources

- Provide the person with appropriate resources listed in this guide
- Review reporting options with the person (both the right to file with law enforcement and the right to file a complaint with OSEC)

CONTACT

Contact the Title IX Coordinator or a Deputy Title IX Coordinator listed online

Title IX Coordinator
Office of Student Equity and Compliance (OSEC)
856 - 256 - 5330
Savitz Hall 203



YOUR ROLE IN PREVENTION

You are a valuable and respected member of the campus community and play an important role in preventing and responding to sexual misconduct and harassment.

- Model respectful behavior
- Speak up. Intervene if you see inappropriate behavior or students or colleagues making inappropriate comments or jokes
- Invite a staff member from the OSEC to your department, office or class to talk about Title IX
- Include [language](#) about Title IX and resources in your syllabus

RESOURCES

ON-CAMPUS RESOURCES

Confidential Resources

FOR STUDENTS-

The Wellness Center, Winans Hall, 856-256-4333, www.rowan.edu/wellness

Counselors are available 24 hours a day, 7 days a week. Student Health providers at the Wellness Center are also available to assist students.

FOR EMPLOYEES-

The Employee Advisory Service (EAS) 1-866-327-9133, employees may schedule a confidential appointment or to speak to a Mental Health Specialist 24 hours a day, 7 days a week

Non-confidential Resources

Title IX Coordinator/OSEC, Savitz Hall 203, 856-256-5830

Title IX Deputy Coordinators listed here: go.rowan.edu/titleix

Public Safety, Bole Annex, 856-256-4911

OFF-CAMPUS RESOURCES

Services Empowering Rights of Victims (SERV)

1-866-295- 7378 or 856-881-3335

<https://www.centerffs.org/SERV>

Rape, Abuse, and Incest National Network

<http://www.rainn.org>

HOW TO REPORT

Contact the Title IX Coordinator/OSEC at 856-256-5830 or a Title IX Deputy Coordinator listed here: go.rowan.edu/titleix



You are not required to file a criminal complaint. If you choose to, Rowan will provide you with support throughout the process. You may file a criminal complaint by contacting the police.

FREQUENTLY ASKED QUESTIONS

Q Who is considered a Responsible Employee?

A All Rowan University employees who are not considered confidential resources (Wellness Center, Student Health Services) are considered Responsible Employees.

Q Why are employees required to report?

A Our primary goal is to afford anyone who experiences sexual misconduct or harassment the proper care and resources needed to be safe and to continue to be successful here at Rowan University.

Q How do I tell someone that I am required to report as a Responsible Employee?

A Here are some suggested responses that should be clearly stated if you sense a person is about to disclose an incident of sexual misconduct or harassment.

“I am sorry to interrupt you, but I want to let you know that there are a number of situations where I am required to report what you tell me to the Title IX Coordinator or Deputy Title IX Coordinator. I am happy to talk with you, but if you’d like to first explore options with a confidential resource here is a list of numbers you can call”

“I’m glad that you feel comfortable sharing with me a concern that I can see may be difficult to talk about. I want to make sure you understand my role here. I will do everything I can to protect your privacy but depending on what you tell me I may need to inform Title IX Coordinator or Deputy Title IX Coordinator.”

“It is courageous of you to talk about this and I respect you for reaching out for help. You should know that I must report any sexual violence to our Title IX Coordinator or Deputy Title IX Coordinator. But I can point you to a confidential resource if you like”

Q What if the person tells me that they or someone else remains in danger or needs immediate assistance?

A If there is an emergency or a serious and continuing threat to anyone, call 911.

Q What if the person does not want to make a report?

A That is okay. There are many reasons why a person may exercise their right not to make a report. Your job is not to convince them otherwise. Let them know that you are still obligated to report and that they may choose to make a report at a later date.

Q Are there things I can do or say that would help me respond in a more trauma-informed manner?

A Be present. Don't overwhelm someone with information. Instead, let the person take the lead while talking. Remember the information being shared is very personal and traumatic. Remind them that the incident is not their fault. Try to avoid questions that sound like you are questioning their actions (blame) or being directive about what they should do. Ask instead, "How can I help?"...Do you feel safe?"

Q Why should I fulfill my obligations as a Responsible Employee?

A Here is why:

- You help ensure the safety and well - being of the reporting party.
- It is our collective responsibility to take steps to ensure that students, employees and third parties are not subject to a hostile environment in our university programs and activities.
- As an employee of Rowan University, it is required under the policy.

Q What happens after I make a report?

A The Title IX Coordinator/OSEC will reach out to the parties and discuss rights, options, and resources in more detail. Your role is to let the person know that someone will be following up with them.

Q The student told me that they are struggling in their classes, what resource is available to them?

A Interim measures are available upon receipt of a report, as appropriate and can be put in place whether or not the student wishes to move forward with the complaint process. Available interim measures can include academic support and exploring options to address academic concerns, such as transferring class sections, taking an incomplete for a class or assistance with withdrawing.

For more detailed information on reporting and available resources go to: go.rowan.edu/titleix

