

## Responding to Title IX Sexual Harassment, Sexual Assault and Sexual Misconduct: A Guide for Responsible Employees

### INTRODUCTION

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

The following behaviors constitute sexual misconduct and are prohibited under Rowan's [Title IX Sexual Harassment/Sexual Assault Policy](#) and/or [Student Sexual Misconduct and Harassment Policy](#). Complaints of sexual misconduct against employees that are not covered by the Title IX Sexual Harassment/Sexual Assault Policy, will be addressed under the [Policy Prohibiting Discrimination in the Workplace and Educational Environment](#).

- Sexual Harassment
- Sexual Assault
- Stalking
- Dating Violence
- Domestic violence
- Sexual Exploitation
- 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 sexual harassment, sexual assault and sexual misconduct. **Reports must be made within 24 hours** (see page 2, How to Report).

Employees are uniquely positioned to assist students/colleagues experiencing sexual harassment, sexual assault and sexual misconduct **because you often see the warning signs - absence from class, decreased productivity, lower grade, and 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 POC listed by location [online](#).

Office of Student Equity and Compliance (OSEC)  
856-256-5440  
Hawthorn Hall 312  
[titleixcoordinator@rowan.edu](mailto:titleixcoordinator@rowan.edu)



## 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 harassment, sexual assault and sexual misconduct

- 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 [recommended language](#) about Title IX sexual harassment, sexual assault, sexual misconduct 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](http://www.rowan.edu/wellness)

Counselors are available 24 hours a day, 7 days a week.

##### 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 333, 856-256-5440/5831

**Title IX POC** listed by location here: [go.rowan.edu/titleix](http://go.rowan.edu/titleix)

**Employee Equity and Labor Relations**, Oak Hall, 856-256-4320

**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 856-256-5440/5831 or Title IX POC listed by location here: [go.rowan.edu/titleix](http://go.rowan.edu/titleix)

For matters involving employees contact also:

Employee Equity and Labor Relations, Oak Hall, 856-256-4320

**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 harassment, sexual assault and sexual misconduct 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.

*“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. I can point you to a confidential resource if you like however, depending on what you tell me I may need to inform Title IX Coordinator or Deputy Title IX Coordinator.”*

*“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”*

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 subjected 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

Supportive/Interim Measures may include, but are not limited to:

- counseling, academic support, mental health services;
- extensions of deadlines or other course-related adjustments;
- modifications of work or class schedules;
- campus escort services;
- mutual restrictions of contact between the parties (no contact directives);
- change in work or housing location; leave of absence; increased security; and other similar measures.

For more detailed information on reporting and available resources go to: [go.rowan.edu/titleix](https://go.rowan.edu/titleix)

