



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

INTRODUCTION

If you are a university employee and a student or colleague confides in you about experiencing sexual harassment, sexual assault, or sexual misconduct, your response can have a significant impact. To support you in this role, the Office of Student Equity and Compliance (OSEC) has developed this Responsible Employee Guide to help you navigate the reporting process.

The behaviors listed below are considered sexual misconduct and are strictly prohibited under Rowan's Title IX Sexual Harassment/Sexual Assault Policy and/or the Student Sexual Misconduct and Harassment Policy. Complaints involving employee sexual misconduct that do not fall under Title IX jurisdiction will be addressed through 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 identified as confidential resources (such as Health Services and Counseling Services)—are required to report any incidents of sexual harassment, sexual assault, or sexual misconduct to the Title IX Coordinator. These reports must be submitted **within 24 hours** (refer to page 2, How to Report).

As university employees, you are in a unique position to support students and colleagues who may be experiencing these issues. You are often the first to notice potential warning signs, such as class absences, decreased productivity, declining academic performance, or social withdrawal.

CARE

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

Let the person guide their own needs—avoid taking control. Gently encourage them to preserve any evidence.

CONNECT

Connect with available 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 & Compliance

856-256-5830

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
- 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

- **Glassboro/Camden Campus students:** Confidential and emergency support services are available to students on the Glassboro campus at the [Wellness Center - Rowan's Counseling and Psychological Services](#) (Winans Hall or call 856-256-4333).
- **CMSRU Medical students:** CMSRU has partnered with the [Rutgers University - Student Wellness Program \(SWP\)](#) to provide confidential counseling services (856-770-5750)
- **Virtua Health College of Medicine & Life Sciences students:** Confidential counseling services are available by dialing 856-482-9000, short-term therapy 24/7.
- **Rowan Employees:** If you are an employee and in need of confidential counseling services, contact the [State of NJ Employee Advisory Service \(EAS\)](#) at 1-866-327-9133.

OFF-CAMPUS RESOURCES

- **Gloucester County Sexual Assault Response Team (S.A.R.T.)** provides support for victims of sexual assault. For assistance, call 856-384-5555 or visit the *Victim Witness* section of the Gloucester County Prosecutor's Office website.
- **Services Empowering Rights of Victims (SERV)** offers free and anonymous victim advocacy and counseling. Support is available for both victims and witnesses, including assistance with court appearances. To speak with a crisis advocate, call the 24/7 hotline at 1-866-295-7378 or 856-881-3335.
- **New Jersey Coalition Against Sexual Assault (NJCASA)** offers 24/7 support through their confidential hotline: 1-800-601-7200.

HOW TO REPORT

Employees can report Title IX related incidents through the University's reporting system or you can contact the Office of Student Equity & Compliance at the information below:

Email: titleixcoordinator@rowan.edu
Phone: 856-256-5830

Link: [Title IX/Sexual Misconduct Reporting Form](#)

For matters involving employees, contact Employee Equity and Labor Relations, Oak Hall, 856-256-4320

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 top priority is to ensure that anyone who experiences sexual harassment, sexual assault, or sexual misconduct receives the care, support, and resources they need to feel safe and continue thriving 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. 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. 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 an ongoing serious threat to anyone’s safety, call 911 immediately.

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

A That’s okay. There are many valid reasons why someone may choose not to make a report. It’s not your role to persuade them otherwise. Instead, reassure them that you still have a responsibility to report the information, and remind them that they can decide to make a formal report at any time in the future.

FREQUENTLY ASKED QUESTIONS

Q

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

A

Be fully present. Avoid overwhelming the person with too much information. Instead, allow them to guide the conversation at their own pace. Keep in mind that what they're sharing may be deeply personal and traumatic. Gently remind them that what happened is not their fault. Avoid asking questions that may seem judgmental or imply blame. Rather than telling them what to do, offer support by asking things like, "How can I support you?" or "Do you feel safe right now?"

Q

Why should I fulfill my obligations as a Responsible Employee?

A

- 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:

- Mutual No-Contact Directives
- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Housing changes or work location changes
- Leaves of absence
- Increased security and monitor of certain areas of the campus

Supportive measures can only be implemented by the Title IX Coordinator.