

Reporting Sexual Misconduct to a Title IX Coordinator Guidance and FAQs

As a faculty member, a student may come to you with concerns about various issues, including those related to sexual misconduct. In the event that this occurs, it is important to listen to the student's concerns, connect them to resources as appropriate, and then inform a Title IX coordinator about the situation.

You are required to report *any* incident that *might* fall within Yale's definition of sexual misconduct by following the general guidance below. Feel free to contact your school's Title IX coordinator or the Title IX Office (203.432.4446). We can answer questions, identify options, and help you support the student.

How can I help someone who comes to me with concerns related to sexual misconduct?

The first step in helping a student who comes to you is to listen and, when appropriate, recognize that what they are sharing might be an incident of sexual misconduct. Most students will not label their experience as "sexual misconduct" and it's important that you refrain from labelling their experience too. Instead they may begin describing a behavior or issue that is impacting their academic experience, and you may recognize that it is related to sexual misconduct.

At Yale, sexual misconduct is defined as "a range of behaviors, including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature, that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person." (for full definitions see the "Preventing and Responding to Sexual Misconduct" booklet at <http://provost.yale.edu/title-ix>).

If in your conversation you begin to realize that your student is describing an incident(s) of sexual misconduct, follow the general guidance below:

- Recognize that the person talking to you is likely in need of support as well as information.
 - Listen attentively and non-judgmentally. Affirm that it's the person's choice to disclose the incident.
 - Take note of any information shared, but do not push for details the person is unwilling to share.
 - If you are talking with the potential complainant, do what you can to let that person make decisions about what happens next.
- Affirm that Yale takes sexual misconduct very seriously, and that University policy prohibits retaliation against anyone who reports sexual misconduct.
- Describe the available resources and accommodations (details available at <http://smr.yale.edu>)
 - [SHARE](#)'s 24-hr hotline is usually the best place to start. [SHARE](#)'s services are entirely confidential. [SHARE](#) will help potential complainants make informed decisions. For students, [SHARE](#) can coordinate additional services and action.
 - Individuals can also go to a [Title IX coordinator](#) or the [Yale Police](#). These entities will coordinate with one another as necessary. Individuals can begin wherever feels most comfortable.
 - Accommodations are available for individuals who have experienced sexual misconduct. This may include measures such as no-contact orders, temporary suspensions, and changes to working, academic, or living arrangements.
 - Offer to make the initial connection to one of these resources. E.g., you could call [SHARE](#), start the conversation, and hand over the phone.
- Be very open about your obligation to share what you have learned with one of the Title IX coordinators. You can offer assurance that the coordinators are mindful of confidentiality concerns and will not take action or share information without the complainant's knowledge and consent, except in cases of serious threat to the complainant or the campus community.

IS THIS AN EMERGENCY? Call 911.

How do I report the information?

You should call, email, or meet in person with a Title IX coordinator as soon as possible to report the information confidentially. The list of Title IX coordinators is available at <http://provost.yale.edu/title-ix/coordinators>. You may report to any Title IX coordinator.

What details do I need to provide?

You must share whatever information has been shared with you, including the name(s) of any individuals involved, the details of the incident, and the complainant's wishes regarding next steps. The information you share will be treated confidentially. Except in cases of serious threat to the complainant or the campus community, the Title IX coordinator will not take action or share information without the complainant's knowledge and consent. In planning any response, the wishes of the complainant are given full consideration.

What kinds of sexual misconduct do I need to report?

You need to report any incident that *might* fall within Yale's definition of sexual misconduct: "a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person." For more details, see <http://smr.yale.edu/yale-sexual-misconduct-policies-and-related-definitions>.

Do I need to report if the information I hear is second-hand, a rumor, or vague? What if the offender or victim is not a member of our community? What if the incident took place away from campus or when school was not in session?

Yes. When in doubt, report. Even partial information may be helpful as we work to ensure that people have access to resources and to keep our community safe.

What happens after I make a report?

A Title IX coordinator will assess the information you have provided and will take appropriate action. If your report includes names or other identifying details, a Title IX coordinator will likely reach out to make sure that the student who may have experienced sexual misconduct has access to accommodations, support, and options for taking action. In all cases, information provided will be kept confidential. You do not need to take further action. For more information about what your student can expect, see <http://provost.yale.edu/sites/default/files/files/Reporting-Sexual-Misconduct-to-a-Title-IX-Coordinator.pdf>.

Once I have filed my report with a Title IX coordinator, do I have other responsibilities?

Once you make a report, your reporting obligation is complete. You should preserve any notes you may have taken, or give them to the Title IX coordinator. You may continue to talk with the person who shared the information with you; please keep the Title IX coordinator updated if you learn new details or if the situation evolves. You may be involved in some of the next steps—helping to arrange an accommodation, for example, or speaking with a fact finder. The Title IX Coordinator will contact you if this is the case. Otherwise, you will not receive updates on the situation following your report.

What are my additional responsibilities if there are minors involved?

Under Yale policy and Connecticut law, you must report any suspected abuse of a minor (a person under 18) to the Connecticut Department of Children and Families or to a law enforcement agency as soon as practicable, but no later than 12 hours after the events that created the reasonable suspicion. See <http://programs-minors.yale.edu/reporting-suspected-child-abuse-and-neglect> for more details.

Where can I go if I would like to discuss the incident further?

As a representative of the university, you are bound to respect the confidentiality of the information the student shared with you. Do not discuss any of the information the student shared with your colleagues or peers. Instead, you are welcome to reach out to a Title IX coordinator or the SHARE office for assistance.

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