

Guidance and FAQs for Individuals with Reporting Responsibilities

Faculty members, instructors, lecturers, teaching fellows, coaches, academic administrators, and others who have supervisory, advisory, or educational responsibility for Yale community members have Title IX reporting responsibilities. This document provides information and guidance to assist you should a student, faculty, or staff member come to you with concerns about sexual misconduct.

Please note that you are required to report any incident that might fall within Yale's definition of sexual misconduct to a Title IX Coordinator. Feel free to contact your school's Title IX Coordinator, SHARE (203.432.2000), or the Title IX Office (203.432.6854) for assistance at any time. They can answer questions, identify options, and provide assistance to you and to the individual(s) affected by the misconduct.

General strategies to keep in mind (not every strategy will apply to every situation)

The first step in helping an individual who discloses an incident of sexual misconduct is to listen and validate their decision to disclose. The person talking to you is likely in need of support as well as information. Most individuals will not label their experience as "sexual misconduct." Instead, they may begin describing a situation or behavior that is impacting their academic or professional experience, and you may recognize that it is related to sexual misconduct. While it is not your role to label their experience, it is your responsibility to recognize behavior as potential sexual misconduct and to take the appropriate actions to inform the individual about the available resources. If a person describes an incident or behavior that might fall under Yale's definition of sexual misconduct, follow the general guidance below:

- Listen attentively and non-judgmentally.
 - Mirror the individual's language and tone. Use the person's language to discuss the incident; refrain from labeling it for them.
 - Affirm their choice to disclose the incident. Many people who have experienced sexual misconduct worry that their experience is "not serious enough" to report, even when it is seriously impacting their academic or professional experience.
 - Make note of any information shared, but do not push for details the person does not readily share. Your role is to inform the person about the available resources and to record the information the person provides for the Title IX office, not to investigate or adjudicate the incident.

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- Communicate that Yale takes sexual misconduct very seriously, and that University policy prohibits retaliation against anyone who reports sexual misconduct.
- Be open about your obligation to share what you have learned with one of the Title IX Coordinators.
 - Reassure the person that Title IX Coordinators will not share any identifying information or take action without the individual's knowledge and agreement, except in cases of immediate or ongoing threat to the safety of an individual or the Yale community.
 - Let the individual know that a Title IX Coordinator may email them to offer more information about resources and supportive measures. They do not have to respond if they do not want to.
- Describe the available resources (it may be helpful to use the “Key Points” handout as a guide during your conversation). Remember, the resources are not mutually exclusive; and individuals can begin wherever feels most comfortable for them. In addition, the choices regarding whether or how to proceed are up to them. For more information, see <http://smr.yale.edu>.
 - [The Sexual Harassment and Assault Response and Education Center](#) (SHARE) is a good place to start. SHARE has a 24-hour hotline and its services are entirely confidential. SHARE staff can provide ongoing counseling as well as practical assistance.
 - [Title IX Coordinators](#) can provide supportive measures and practical accommodations that are available for individuals who have experienced sexual misconduct. These may include changes to academic, working, or living arrangements.
 - [The Yale Police](#) can offer assistance with safety planning as well as filing a criminal report.
 - [The University-Wide Committee on Sexual Misconduct](#) (UWC) is Yale's internal disciplinary committee for handling formal complaints of sexual misconduct. It assists individuals with the process of filing a formal complaint.
 - Please note that individuals can work with any of these resources and working with one does not preclude the person from reaching out and working with other resources. All these offices work closely together to provide assistance and support to members of the Yale community.
- 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).
- Do not share any of the information that you have received with your friends, colleagues, or peers.

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FAQs

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 full definitions, see <http://smr.yale.edu/find-policies-information>.

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. The full 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?

Generally, you should share the information that has been shared with you, including the details of the incident and the complainant's wishes regarding next steps. If you have any concerns about sharing certain aspects of the information, the Title IX Coordinator will explore those concerns with you at the outset of your conversation.

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 the individual who experienced sexual misconduct. You do not need to take further action.

As a reminder, coordinators are mindful of confidentiality concerns. They will not share any identifying information or take action without the complainant's knowledge and consent except in cases of immediate or ongoing threat to the safety of an individual or the Yale community. In planning any response, the wishes of the complainant will be given full consideration.

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Once I have reported the information to a Title IX Coordinator, do I have other responsibilities?

No. Once you make a report, your reporting responsibility 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 (e.g., helping to arrange an accommodation). 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 you have reasonable suspicion about the abuse. For more information, visit <http://programs-minors.yale.edu/reporting-suspected-child-abuse-and-neglect>.

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

As a representative of the University, you are bound to protect the information the individual shared with you. Do not share any of the information with your friends, 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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