Faculty/staff reference guide to support students who have experienced sexual misconduct

Faculty and staff are in a unique position to support and assist those who report sexual misconduct, including sexual harassment, sexual assault, relationship violence, and stalking. Below is information to guide you in responding to and supporting someone who confides in you.

LISTEN
What should I do?

• Your job is to listen openly and be supportive, not to investigate.
• Don’t ask judgmental questions or tell them what to do or how to feel.
• Don’t allow myths to affect how you perceive the survivor.

SUPPORT
What should I say?

• “I appreciate your coming to me for support. I want to make you aware of my role’s limitations. As an employee, I must share information about any incident of sexual misconduct with the Title IX Coordinator. We do that to make sure you get all the information you need so you can make choices about how you want to proceed. You won’t be required to make a complaint if you don’t want to. I can’t keep this confidential, but I will keep it private.”
• Encourage the person to seek support services and learn about their options. Confidential support resources, as well as other campus resources, are listed on the back page and at campus.UND.edu/equal-opportunity/title-ix-resources.

REPORT
Who should I contact?

• Report all incidents to the Title IX Coordinator or a Deputy Coordinator via phone, email, in person, or on-line at campus.UND.edu/equal-opportunity/incident-report.
• Share all the relevant details, including name, date, time, or location of the incident, if known, and the names of anyone identified by the survivor, such as the accused or witnesses.
• Survivors of crimes such as sexual assault, stalking, domestic or dating violence may choose whether to report the crime to law enforcement. Do not try to force them to call law enforcement, but you can help them call if they choose to do so.
• Responsible employees must also report instances of sexual harassment of which they are aware.

IF THE PERSON IS IN IMMEDIATE DANGER, CALL 911.
ADDITIONAL TIPS

What to say to a survivor:

- I’m sorry this happened to you.
- It wasn’t your fault.
- Thank you for trusting me with this information.
- I’m always here if you want to talk.
- Can I help you get connected to resources?

What NEVER to say to a survivor:

- You could have avoided it had you __________.
- Get over it! You need to move on.
- What did you think would happen when you drank so much/went home with them/etc.?
- What’s the big deal? It happens to lots of people.
- I don’t believe you/No one will believe you.
- Are you sure you didn’t misunderstand?

When do I need to share information?

Most UND employees are “responsible employees” and are required to share information whenever they may know about potential:

- sexual harassment
- sexual assault
- domestic violence
- relationship or dating violence, and
- stalking

*whether it occurred on- or off-campus, recently or in the past.

It is essential that we get information about these incidents to the professionals on campus who are trained to help. Students always have choices about how to proceed and whether to be involved in a university process. UND’s foremost concern is getting support and information to our students.

More information & printable resource guides for students are available at campus.UND.edu/equal-opportunity.

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