A STEP-BY-STEP GUIDE FOR FACULTY AND STAFF

IF A STUDENT DISCLOSES AN INCIDENT OF SEXUAL MISCONDUCT, ASSAULT OR OTHER FORM OF DISCRIMINATION TO YOU:

**TIER ONE: CONCERN**

**CARE FOR THE STUDENT**

Ensure that they are safe
Provide non-judgmental support

**SAFETY**

**TIER TWO: CONNECT**

**CONNECT THE STUDENT WITH RESOURCES**

Reporting Options
Counseling and Support
(See resources listed below and on the reverse side)

**RESOURCES**

**TIER THREE: CONTACT**

**CONTACT THE TITLE IX COORDINATOR FOR STUDENTS**

Jill Zellmer
Executive Director,
Title IX Coordinator
617.627.3298
Jill.Zellmer@tufts.edu

**REPORT**

**SEXUAL MISCONDUCT/Sexual Assault on Campus: Responding to Students**

**SEXUAL MISCONDUCT/Assault Support**

**Office of Equal Opportunity (OEO)**
617.627.3298
oeo.tufts.edu
tufts-oeo.ethicspoint.com

**Center for Awareness, Resources and Education - (CARE)**
(Confidential Resource)
Alexandra Donovan, Dir. of CARE
617.627.5140
Alexandra.Donovan@tufts.edu

Emma Fabiny Cohen,
Associate Prevention and Resource Specialist
Emma.Cohen@tufts.edu
care.tufts.edu

**Tufts University Chaplaincy**
(Confidential Resource)
617.627.3427
chaplaincy.tufts.edu
Contact a Chaplain form

**Tufts Police Department**
(University-wide emergency #)
617-627-6911 from a campus phone

**Counseling and Mental Health Services (CMHS)**
For Medford Campus
(Confidential Resource)
617.627.3360
24 Hours/7 Days
On weekends and evenings, call CMHS at the number listed above and press “1” to be connected to the after-hours counselor-on-call.
If you are in imminent danger, call TUPD at 617-627-3030 for immediate assistance.
ase.tufts.edu/counseling/

**Student Wellness Advisor**
Boston and Grafton Campuses
(Confidential Resource)
Sharon "Snaggs" Gendron
617.636.2700
Sharon.Sneggs@tufts.edu

**Counselor On-Call**
(Confidential Resource)
(24 hours/7 days)
TUPD Non-Emergency
Medford: 617.627.3030
Boston and SMFA: 617.636.6610
Grafton: 508.887.4900

**Sexual Misconduct and Sexual Assault**

**Sexual Misconduct** encompasses unwelcome conduct of a sexual nature that is prohibited by Title IX and Tufts University. Sexual misconduct can occur in any sex/gender configuration, regardless of sex/gender, gender identity or sexual orientation.

Sexual misconduct may vary in its severity and consists of a range of behavior which includes, but is not limited to:

- Sexual Assault
- Sexual Exploitation
- Sexual Harassment
- Sex and/or Gender Discrimination
- Stalking
- Relationship Violence (including Domestic and Dating Violence)

**Sexual Assault** is the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs without the consent of one or both individuals, when one of the individuals is incapacitated or incapable of giving consent, or occurs with the use of force. An “acquaintance” can include close friends, intimate partners, family members or classmates. Sexual assault can occur in any sex/gender configuration, regardless of sex/gender, gender identity or sexual orientation.

There are varying degrees and forms of sexual assault including, but not limited to the following:

- Non-Consensual Contact
- Forced Sexual Contact
- Non-Consensual Sexual Penetration

For more information on Sexual Misconduct/Sexual Assault and other policies and resources go to: oeo.tufts.edu
**REPORTING GUIDE FOR STAFF AND FACULTY**

(ALL STAFF AND FACULTY ARE OBLIGATED TO REPORT ANY OR ALL OF THE FOLLOWING)

**I AM REPORTING:**

<table>
<thead>
<tr>
<th>SEXUAL MISCONDUCT</th>
<th>DISCRIMINATION</th>
<th>RETALIATION</th>
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<tbody>
<tr>
<td><strong>EMERGENCY SERVICES</strong></td>
<td><strong>Office of Equal Opportunity</strong></td>
<td><strong>Office of Equal Opportunity</strong></td>
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<tr>
<td>Tufts Police</td>
<td>617.627.3298 [ANONYMOUS] oeo.tufts.edu OEO Liaisons</td>
<td>617.627.3298 [ANONYMOUS] oeo.tufts.edu OEO Liaisons</td>
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<tr>
<td>617.627.6911 from a campus phone</td>
<td><strong>EthicsPoint</strong></td>
<td><strong>EthicsPoint</strong></td>
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<tr>
<td>1.866.384.4277 (ANONYMOUS) tufts-oo.ethicspoint.com</td>
<td><strong>Human Resources (STAFF)</strong></td>
<td><strong>Human Resources (STAFF)</strong></td>
</tr>
<tr>
<td>617.627.6272</td>
<td><strong>Your Manager or Department Chair</strong></td>
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**REPORTING RESOURCES**

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**I AM REQUESTING:**

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<th>ACCOMMODATION (FOR MYSELF OR A COLLEAGUE)</th>
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**NOTE:** ALL REPORTING OPTIONS ARE AVAILABLE TO BOTH STAFF AND FACULTY UNLESS OTHERWISE INDICATED

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**TITLE IX, TITLE VII, VAWA AND CLERY AT TUFTS:**

**Title IX**
- Americans with Disabilities Act
- Sexual Exploitation
- Sexual Harassment

**Title VII**
- Relationship Violence
- Stalking
- Sexual Assault

**VAWA**
- Hate Crimes Based on sex/gender, Sexual Orientation or Gender Identity/Expression

**CLERY**
- Timely Warning
- Missing Persons
- Drugs, Alcohol and Weapons

**EXAMINATION**

- National or Ethnic Origin
- Religion, Age, Disability, Veteran Status or Genetics
- Discrimination based on Race, Color, National or Ethnic Origin, Religion, Age, Disability, Veteran Status or Genetics

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**TUFTS UNIVERSITY | THE OFFICE OF EQUAL OPPORTUNITY**