



# SEXUAL MISCONDUCT/SEXUAL ASSAULT ON CAMPUS: RESPONDING TO STUDENTS

## 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 and 504 Coordinator  
617.627.3298  
Jill.Zellmer@tufts.edu

REPORT

### SEXUAL MISCONDUCT/ASSAULT SUPPORT

#### OFFICE OF EQUAL OPPORTUNITY (OEO)

617.627.3298

[oeo.tufts.edu](http://oeo.tufts.edu)  
[tufts-oeo.ethicspoint.com](http://tufts-oeo.ethicspoint.com)

#### CENTER FOR AWARENESS, RESOURCES AND EDUCATION - (CARE)

**(CONFIDENTIAL RESOURCE)**  
Alexandra Donovan, Director of CARE

617.627.5140

Alexandra.Donovan@tufts.edu  
[oeo.tufts.edu/care/](http://oeo.tufts.edu/care/)

#### TUFTS UNIVERSITY CHAPLAINCY **(CONFIDENTIAL RESOURCE)**

617.627.3427

[chaplaincy.tufts.edu](http://chaplaincy.tufts.edu)

#### TUFTS POLICE DEPARTMENT (UNIVERSITY-WIDE EMERGENCY #)

617-627-6911

x66911 from a campus phone

#### COUNSELING AND MENTAL HEALTH SERVICES

For Medford Campus

**(CONFIDENTIAL RESOURCE)**

617.627.3360

[ase.tufts.edu/counseling/](http://ase.tufts.edu/counseling/)

#### STUDENT WELLNESS ADVISOR

Boston and Grafton Campuses **(CONFIDENTIAL RESOURCE)**

Sharon "Snaggs" Gendron

617.636.2700

[Sharon.Snaggs@tufts.edu](mailto:Sharon.Snaggs@tufts.edu)

#### COUNSELOR ON-CALL AND CHAPLAIN 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



# REPORTING GUIDE FOR STAFF AND FACULTY

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

JUNE 2018

## I AM REPORTING:

## I AM REQUESTING:

### SEXUAL MISCONDUCT

### DISCRIMINATION

### RETALIATION

### ACCOMMODATION (FOR MYSELF OR A COLLEAGUE)

**EMERGENCY SERVICES**

**TUFTS POLICE**

617.627.6911  
x66911 from a campus phone

**OFFICE OF EQUAL OPPORTUNITY**

617.627.3298  
[oeo.tufts.edu](http://oeo.tufts.edu)  
[OEO Liaisons](#)

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**REPORTING RESOURCES**

**OFFICE OF EQUAL OPPORTUNITY**

617.627.3298  
[oeo.tufts.edu](http://oeo.tufts.edu)  
[OEO Liaisons](#)

**ETHICSPPOINT**

1.866.384.4277  
**(ANONYMOUS)**  
[tufts-oeo.ethicspoint.com](http://tufts-oeo.ethicspoint.com)

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1.866.384.4277  
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[tufts-oeo.ethicspoint.com](http://tufts-oeo.ethicspoint.com)

**HUMAN RESOURCES (STAFF)**

617.627.6272

**ETHICSPPOINT**

1.866.384.4277  
**(ANONYMOUS)**  
[tufts-oeo.ethicspoint.com](http://tufts-oeo.ethicspoint.com)

**HUMAN RESOURCES (STAFF)**

617.627.6272

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**YOUR MANAGER OR DEPARTMENT CHAIR**

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

**Title IX** of the Education Amendments of 1972

**Title VII** of the Civil Rights Act of 1964

**VAWA:** The Violence Against Women Reauthorization Act of 2013

**CLERY:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

**PLEASE ALSO REFER TO ACCOMMODATION INFORMATION ON OEO WEBSITE**  
[oeo.tufts.edu/policies-procedures/accommodation/](http://oeo.tufts.edu/policies-procedures/accommodation/)

**NOTE: ALL REPORTING OPTIONS ARE AVAILABLE TO BOTH STAFF AND FACULTY UNLESS OTHERWISE INDICATED**

