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

**Tier Two: Connect**
Connect the Student with Resources
Reporting Options
Counseling and Support
(See resources listed below and on the reverse side)

**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

**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)**
Alexandra Donovan, Director of CARE
617.627.5140
Alexandra.Donovan@tufts.edu
tufts-oeo.care/

**Tufts University Chaplaincy (CONFIDENTIAL RESOURCE)**
617.627.3427
chaplaincy.tufts.edu

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

**Counseling and Mental Health Services**
For Medford Campus (CONFIDENTIAL RESOURCE)
617.627.3360
ase.tufts.edu/counseling/

**Student Wellness Advisor**
Boston and Grafton Campuses (CONFIDENTIAL RESOURCE)
Sharon “Snaggs” Gendron
617.636.2700
Sharan.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

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:

SEXUAL MISCONDUCT

ERGENCY SERVICES

TUFTS POLICE

617.627.6911 from a campus phone

DISCRIMINATION

OFFICE OF EQUAL OPPORTUNITY

617.627.3298

oeo.tufts.edu

OEO Liaisons

1.866.384.4277

(ANONYMOUS)

tufts-oeo.ethicspoint.com

1.866.384.4277

(ANONYMOUS)

tufts-oeo.ethicspoint.com

REPORTING RESOURCES

OFFICE OF EQUAL OPPORTUNITY

617.627.3298

oeo.tufts.edu

OEO Liaisons

HUMAN RESOURCES (STAFF)

617.627.6272

HUMAN RESOURCES (STAFF)

617.627.6272

HUMAN RESOURCES (STAFF)

617.627.6272

HUMAN RESOURCES (STAFF)

617.627.6272

I AM REQUESTING:

ACCOMMODATION

(FOR MYSELF OR A COLLEAGUE)

OFFICE OF EQUAL OPPORTUNITY

617.627.3298

oeo.tufts.edu

OEO Liaisons

HUMAN RESOURCES (STAFF)

617.627.6272

HUMAN RESOURCES (STAFF)

617.627.6272

HUMAN RESOURCES (STAFF)

617.627.6272

HUMAN RESOURCES (STAFF)

617.627.6272

I Am Reporting:

SEXUAL MISCONDUCT

Emergency Services

Tufts Police

617.627.6911 from a campus phone

Reporting Resources

Office of Equal Opportunity

617.627.3298

oeo.tufts.edu

OEO Liaisons

Ethicspoint

1.866.384.4277

(Anonymous)

tufts-oeo.ethicspoint.com

Human Resources

617.627.6272

Your Manager or Department Chair

I Am Requesting:

Accommodation

(For myself or a colleague)

Office of Equal Opportunity

617.627.3298

oeo.tufts.edu

OEO Liaisons

Human Resources

617.627.6272

Your Manager or Department Chair

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:

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/