



EASTERN CONNECTICUT STATE UNIVERSITY  
*Office of Equity & Diversity*

**Procedures for Reports Made to Faculty and Staff**

**Statement of Policy:**

The Board of Regents for Higher Education (BOR) and each of its member colleges and universities are committed to ensuring that each member of the community has the opportunity to fully participate in the process of education and development. Eastern Connecticut State University strives to maintain a safe and welcoming environment free from acts of sexual misconduct, including, sexual harassment, sexual assault, intimate partner violence and stalking. It is also Eastern's goal to provide safety, privacy and support to survivors of sexual misconduct.

The BOR has established a policy concerning [Sexual Misconduct Reporting, Support Services and Processes](#). The policy strongly encourages and supports the reporting of sexual misconduct including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence. The BOR policy requires all CSCU employees to immediately communicate to the Institutions' designated recipient (University's Title IX Coordinator) any report or disclosure of sexual misconduct received from a student as well as disclosures or reports of sexual misconduct received from another employee when misconduct is related to the business of the institution.

Please be aware that as faculty and Staff you may receive disclosures of sexual misconduct, dating/domestic violence, stalking, sexual harassment, and/or any other form of interpersonal violence from students. This protocol will review step by step how to respond and report those disclosures to the Office of Equity and Diversity/Title IX. It will also describe how to best support the student and inform them of their options. It is important to know your role will be to educate, empathize, and support our students during this time.

**Procedures:**

1. When made aware of sexual assault, or any other sexual misconduct including, dating violence, domestic violence, or stalking, your first responsibility is to ALWAYS ensure the immediate safety of the reporting party (regardless of when the assault or misconduct occurred).
  - In the case of an emergency contact Campus Police at 860-465-5310 or 911 immediately.
2. When speaking with the reporting party, make sure to find an environment that is private, safe, and supportive.
3. Once the reporting party is safe: it is important to remember that your role is NOT to determine whether the assault occurred. Your primary responsibility is to remain supportive of the reporting party to ensure their immediate needs are known and met.
4. When speaking with the reporting party, faculty and staff should:
  - a. Explain their level of privacy.
    - i. Faculty and Staff are mandatory reporters and are mandated by BOR's Sexual Misconduct Reporting, Supportive Measures and Processes Policy to inform the university of all information they have of the incident involving sexual misconduct.
    - ii. Information provided to the University will not be shared outside of the Title IX Coordinator.



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- b. You can inform them there are confidential resources (who are not mandated reporters) available for them to report if they prefer.
- 5. If a student wishes to talk to someone immediately:
  - a. Contact the Title IX Coordinator at 860-465-5012. They will offer guidance and review information and procedures that can assist the student in getting the help they may need.
  - b. If they prefer to speak with the University Victim Advocate (UVA) immediately and it is during business hours (8a.m. – 4 p.m.), contact them at (860) 465-4314, or (860) 576-5466. *(Please make the student aware that the UVA is NOT a confidential resource).*
    - i. If it is afterhours (after 4 p.m.) you may call the Title IX Coordinator at 860-377-1355. (Only if the student wishes to speak to someone immediately).
- 6. Support the student’s choices and provide ongoing support.
- 7. Reporting procedures:
  - a. Faculty and staff must submit the [Title IX: Sexual Misconduct, Interpersonal Violence or Stalking Form](#) **AFTER** the student has left. DO NOT use the form to guide your conversation with the student.
  - b. Please fill out form with the information you were provided by the student. Any information you do not know you may leave blank.

**Resources/ Helpful Links**

Below are additional support services available to the student as well as links with more information about the Office of Equity and Diversity and Title IX.

Campus Non- Confidential Resources	Campus Confidential Resources
<b>Title IX Coordinator</b> Gelsi- Young Hall, Room 253 Office: 860-465-5012	<b>Counseling and Psychological Services</b> 182 High Street Office: 860-465-5578
<b>University Victim Advocate (UVA)</b> Student Center, Room 109 Office: 860-465-4314 Cell Phone: 860-576-5466	<b>Student Health Services</b> Health Services, Room 102 Office: 860-465-5263
<b>Campus Police</b> Public Safety Office: 860-465-5310	<b>Campus Ministry</b> Newman Hall, 290 Prospect St. Office: 860-423-0856
Off-Campus Confidential Resources	
<b>The United Service Domestic Violence Program</b> 24/7 Hotline Phone: 860-456-9476	<b>Sexual Assault Crisis Center of Eastern Connecticut</b> 24/7 hotline Phone: 860-465-2789

**Title IX Reporting Form:** [Click Here](#)

**Title IX Website:** [Click Here](#)

**Sexual Assault and Interpersonal Violence Response Team:** [Click Here](#)