

Dealing with a Report of Sexual Misconduct Faculty and Administrator Guidance and FAQs

If you become aware of an allegation of sexual misconduct that involves a member of the Yale community, you must immediately inform a Title IX coordinator of the situation and share whatever information you have learned. The information you share will be treated as confidentially as possible, but the Title IX coordinator may need to consult with other administrators; at times, the Title IX coordinator will need to take action in the interest of safety. In planning any response, the wishes of the complainant are given full consideration.

How should I respond to someone who comes to me with an account of sexual misconduct?

Feel free to call a Title IX coordinator or SHARE (203-432-2000) for assistance during the meeting, or in advance if you anticipate a disclosure. We can answer questions, identify options, and help the discussion go smoothly.

General strategies to keep in mind:

- Recognize that the person talking to you is likely in need of support as well as information.
 - Listen attentively and non-judgmentally. Affirm the choice to disclose the incident.
 - Take note of any information shared, but do not push for details the person is unwilling to share.
 - If you are talking with the potential complainant, do what you can to let that person make decisions about what happens next.
- Affirm that Yale takes sexual misconduct very seriously, and that University policy prohibits retaliation against anyone who reports sexual misconduct.
- Describe the available resources and accommodations (details available at smr.yale.edu)
 - [SHARE](#)'s 24-hr hotline is usually the best place to start. SHARE's services are entirely confidential. SHARE will help potential complainants make informed decisions. For students, SHARE can coordinate additional services and action.
 - People can also go directly to the [UWC](#), the [Yale Police](#), or a [Title IX coordinator](#). All of these entities will coordinate with one another as necessary—people can start wherever feels most comfortable.
 - Clarify that there are internal disciplinary procedures for sexual misconduct, as well as the option for a criminal investigation with the Yale Police. Criminal and disciplinary options can be pursued simultaneously.
 - Ensure the person knows about “accommodations” for people who have experienced sexual misconduct—steps the Title IX coordinators can take to minimize the impact of an incident and to provide a safe educational and work environment. This may include measures such as no-contact orders, temporary suspensions, and changes to working, academic, or living arrangements.
 - Offer to make the initial connection to one of these resources. E.g., you could call SHARE, start the conversation, and hand over the phone.
- Be very open about your obligation to share what you have learned with one of the Title IX coordinators. The person you are talking to may be concerned about the loss of confidentiality and/or control. You can offer assurance that the coordinators are mindful of these concerns: *except in cases of serious threat to the complainant or the campus community, they will not take action or share information without the complainant's knowledge and consent.*
- If appropriate, arrange a time for a follow-up meeting to offer ongoing support.

How do I report the information?

You should call or email a Title IX coordinator as soon as possible to report the information confidentially. The list of Title IX coordinators is available at <http://provost.yale.edu/title-ix/coordinators>. The coordinator within your own school or unit may be best able to help you, but you may contact any of them; sometimes, privacy concerns may make one of the others a better choice. Stephanie Spangler, the University Title IX Coordinator, is also available at titleix@yale.edu or at 203-432-4446.

IS THIS AN EMERGENCY? Call 911.

Dealing with a Report of Sexual Misconduct Faculty and Administrator Guidance and FAQs

What details do I need to provide?

You must share whatever information has been shared with you, including the name(s) of any individuals involved, the details of the incident, and the complainant's wishes regarding next steps.

What kinds of sexual misconduct do I need to report?

You need to report any incident that might fall within Yale's definition of sexual misconduct: "a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person." For more details, see <http://smr.yale.edu/yale-sexual-misconduct-policies-and-related-definitions>.

Please note: you do not need to be certain that an incident constitutes misconduct, nor that it is sufficiently serious to warrant action. You must make a report for anything that might. The Title IX coordinator will assess the information and determine the appropriate next steps.

Do I need to report if the information I hear is second-hand, a rumor, or vague? What if the offender or victim is not a member of our community? What if the incident took place away from campus or when school was not in session?

Yes. When in doubt, report. Even partial information may be helpful, as we work to ensure that people have access to resources and that our community is safe.

What happens after I file a report?

A Title IX coordinator will assess the information you have provided, and take appropriate action. In all cases, the deputy Title IX coordinator will report the information to the University Title IX Coordinator. If your report includes names or other identifying details, a Title IX coordinator will likely reach out to make sure that anyone who has experienced sexual misconduct has access to accommodations, support, and options for taking action. The Title IX coordinator will not contact any individuals accused of committing sexual misconduct until a complaint has been filed or an investigation initiated.

Once I have filed my report with a Title IX coordinator, do I have other responsibilities?

No. Once you file a report, your reporting obligation is complete. You should preserve any notes you may have taken, or give them to the Title IX coordinator. You may continue to talk with the person who shared the information with you; please keep the Title IX coordinator updated if you learn new details or if the situation evolves.

Will the Title IX coordinator update me on what happens?

No. You may be involved in some of the next steps—helping to arrange an accommodation, for example, or speaking with a fact finder. It is understandable that you may wish to know more, but it is critical to protect the privacy of the parties involved and the confidentiality of Yale's sexual misconduct response system.

What are my additional responsibilities if there are minors involved?

Under Yale policy and Connecticut Law, you must report any suspected abuse of a minor (a person under 18) to Connecticut Department of Children and Families or to a law enforcement agency as soon as practicable, but no later than 12 hours after the events that created the reasonable suspicion. See <http://programs-minors.yale.edu/reporting-suspected-child-abuse-and-neglect> for more details.

IS THIS AN EMERGENCY? Call 911.