

**SEXUAL AND RELATIONSHIP VIOLENCE:  
STEP-BY-STEP RESPONSE GUIDE  
FOR FACULTY AND STAFF**

Title IX requires that university employees, including faculty, respond with specific steps when an individual discloses issues related to sexual or relationship violence. These steps are detailed below.

If a student or another faculty or staff member discloses to you that they  
**HAVE EXPERIENCED SEXUAL OR RELATIONSHIP VIOLENCE,  
HAVE WITNESSED OR LEARNED ABOUT SEXUAL OR RELATIONSHIP VIOLENCE,  
ARE FACING POTENTIAL CONSEQUENCES IN, OR ARE OTHERWISE INVOLVED IN, AN ISSUE RELATED TO  
SEXUAL OR RELATIONSHIP VIOLENCE**

**1. DISCLOSE YOUR ROLE.** As soon as the individual appears to be disclosing an issue related to sexual or relationship violence, inform the individual of your obligation to report any information shared. If the individual wishes to speak to someone confidentially, offer to connect the individual with a confidential reporting resource.

The following offices at DePaul have been designated as confidential reporting resources:

For students and employees (faculty and staff):

- Office of Health Promotion & Wellness (773-325-7129 or hpw@depaul.edu). Ask to be transferred to a Survivor Support Advocate. There are four Survivor Support Advocates, including the Sexual Health & Violence Prevention Specialist.
- Ordained individuals or otherwise recognized religious leaders engaging in pastoral care in Mission and Ministry (773-325-7902).

For students:

- University Counseling Services (Lincoln Park: 773-325-7779; Loop: 312-362-6923)

For employees (faculty and staff):

- University Ombudsperson (312-362-8707 or ombuds@depaul.edu)

**2. CARE.** Ensure that the person is safe. Express empathy. Provide non-judgmental support.

**3. CONNECT.** Connect the person with resources. If the individual has experienced sexual or relationship violence, provide the individual with a Sexual and Relationship Violence Information Sheet found under the Get Help link on <https://GO.DEPAUL.EDU/SRV>.

(OVER)

Here is information about a few commonly used resources that can be provided:

For students and employees:

- Office of Health Promotion & Wellness (773-325-7129 or [hpw@depaul.edu](mailto:hpw@depaul.edu))
  - Connects individuals with a Survivor Support Advocate. There are four Survivor Support Advocates, including the Sexual Health & Violence Prevention Specialist.
  - Connects individuals with a wide-range of on- and off-campus support resources and services, including medical, advocacy, academic, and legal resources.
  - Helps with the reporting process, including to DePaul Public Safety and the Chicago Police.
- Mission and Ministry (773-325-7902) offers pastoral care.

For students:

- University Counseling Services (Lincoln Park: 773-325-7779; Loop: 312-362-6923) offers professional and confidential counseling, including after-hours availability for emergency situations.

For employees:

- DePaul's Employee Assistance Program provides convenient, confidential access to counseling, online educational resources, and information for full- and part-time faculty and staff.

**4. REPORT.** Regardless of whether the individual will report the incident, you are required to promptly report the incident to DePaul's Title IX Coordinator. This report can be made directly to the Title IX Coordinator, through Public Safety or the Office of Health Promotion and Wellness.

- Title IX Coordinator (312-362-8970 or [titleixcoordinator@depaul.edu](mailto:titleixcoordinator@depaul.edu)).
- DePaul Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400) Public Safety is open 24 hours a day, seven days a week.
- Office of Health Promotion & Wellness (773-325-7129 or [hpw@depaul.edu](mailto:hpw@depaul.edu)). Ask to be transferred to a Survivor Support Advocate.

Please include all relevant information in the report:

- Date, time, location of incident and any relevant information shared about the incident.
- Name(s) of the affected individuals.
- Whether the individual has requested any specific type of resource or assistance.
- When report was made to the employee.
- Whether the Sexual and Relationship Violence Information Sheet has been provided.

Other reporting responsibilities may also apply (e.g., if the individual making the report is a minor, or if the individual receiving the report has been designated as a campus security authority). More information about these other reporting responsibilities can be found in the Crime Reporting and Clery Act Compliance policy or on the Public Safety website.