

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

State and federal Title IX law requires that university employees, including faculty, respond with specific steps when an individual discloses issues related to sexual or relationship violence. These steps are:

If a student or fellow employee discloses to you that they

- **HAVE EXPERIENCED SEXUAL HARASSMENT OR RELATIONSHIP VIOLENCE,**
- **HAVE WITNESSED OR LEARNED ABOUT SEXUAL HARASSMENT 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 these areas, 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 are designated as confidential reporting resources:

For students

- Office of Health Promotion and Wellness (HPW) (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).
- University Counseling and Psychological Services (UCAPS) (773-325-CARE)

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 does disclose to you that they have experienced sexual harassment or relationship violence, provide the individual with a

Sexual and Relationship Violence Rights and Options document, accessible through this QR code.



(OVER)

Here is further information about these resources that may be helpful to the individual sorting through options:

- Office of Health Promotion and Wellness (773-325-7129 or hpw@depaul.edu) Staffed by four Survivor Support Advocates, this office provides a non-judgmental space for connecting individuals with a wide-range of on- and off-campus support resources and services, including medical, advocacy, academic, and legal resources.
 - Can help individuals with the reporting process, including direct connections to DePaul Public Safety and the Chicago Police.
- Mission and Ministry (773-325-7902) offers pastoral care in one-on one settings.
- University Counseling and Psychological Services (UCAPS) has spaces in Lincoln Park and the Loop that offer 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 personally, 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, [here](#), or at [Reporting Form for Title IX/Sex and Gender-Based Misconduct \(maxient.com\)](#). This form is also available in Spanish through this link. Reports also may be made via an email to titleixcoordinator@depaul.edu, or by calling 312-362-8970. The Title IX Office is located on the 3rd floor of the Lincoln Park Student Center in the Dean of Students suite.

- If the individual would like to file a Public Safety report, they may do so by dialing 773-325-7777 or 312-362-8400). Public Safety is open 24 hours a day, seven days a week.
- Please view the promptness component as within 24-48 hours if at all possible, taking into account the circumstances and the information disclosed by the individual.

Please include all relevant information disclosed to you in the report:

- Date, time, location of incident and any relevant information shared about the incident.
- Name(s) of the affected individuals, where known.
- Whether the individual has requested any specific type of resource or assistance.
- When the disclosure was made to the employee and if the individual disclosing is aware that a report will be made.
- Whether the Sexual and Relationship Violence Rights and Options document has been provided.

Other reporting responsibilities may also apply (e.g., if the individual making the disclosure 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.