



NORTHWESTERN
UNIVERSITY

OFFICE OF SEXUAL HARASSMENT PREVENTION

SPECIAL GUIDANCE FOR MANAGERS, ADMINISTRATORS, AND INDIVIDUALS IN TEACHING POSITIONS

Managers, administrators, and individuals in teaching positions have special responsibilities under the University's policies against discrimination, harassment, and sexual harassment. First, if you hold a supervisory or teaching position, you occupy a position of trust with respect to the employees and students who are subject to your authority. As such, you are expected to model appropriate behavior at all times. Second, in your role as a manager, supervisor or faculty member, you may be the first to learn of a situation that may violate the University's policies against discrimination, harassment, and sexual harassment. If you learn of such conduct – even if you hear about it second-hand – it is important that you promptly contact someone listed under “[Where to Get Advice and Help](#)” as soon as possible for advice as to how to proceed.

The following suggestions are intended as additional guidance in helping you maintain a harassment-free work and educational environment and respond to any issues that may arise. For additional assistance, please contact the University Sexual Harassment Prevention Office.

Efforts You Can Take To Help Prevent Sexual Harassment

- Educate yourself about sexual harassment, the University's harassment policy, and the resources available to faculty, staff, and students who have concerns regarding harassment.
- Encourage your staff members and colleagues to attend sexual harassment training sessions or seminars. Please refer to “[Seminars and Training Programs](#)” for information on scheduling a training program in your school or department.
- Model appropriate behavior and be vigilant. Take action if you suspect or know that someone is being sexually harassed. Do not ignore the issue.
- Make sure you have the “What You Should Know About Harassment, Discrimination, and Sexual Harassment” poster and brochures available in your department/area.

What to Do If Someone Comes To You With An Issue Involving Harassment

- Listen objectively to the person's concerns, respect privacy, and inform him or her of the University's policies and procedures. Don't promise complete confidentiality, but reassure him or her that you will handle the issue as confidentially as possible.
- Obtain the facts, including the alleged harasser's name, position, and department.
- Inform the person what retaliation is and that it is not allowed under University policies. Ask the person to report any retaliation to you or to the Sexual Harassment Prevention Office.
- Refer the individual to available university resources if [counseling assistance](#) is needed.
- Contact the [University Sexual Harassment Prevention Office](#) or a [Discrimination and Harassment Prevention Advisor](#) as soon as possible for additional guidance before taking any further action.