

Sexual Misconduct Disclosures: A Guide for Faculty & Staff

1. LISTEN

- ❑ CONFIRM the person's safety. If they are not safe, help them create a plan to get to a safe place. Call 911 if needed.
- ❑ PROVIDE nonjudgmental support. Avoid questions that suggest blame or show doubt.
- ❑ RESPOND with compassion and sensitivity.

2. REFER

- ❑ REVIEW reporting options with the person (both the right to file with law enforcement and the right to file a complaint with Northwestern).
- ❑ DIRECT the person to on-campus confidential resources.
- ❑ SHARE off-campus resources.

3. REPORT

- ❑ EXPLAIN your obligation to report the information.
- ❑ CONTACT the Title IX Coordinator to report the incident:
Colleen Johnston, Title IX Coordinator, 847.491.3881, colleen.johnston@northwestern.edu

Note:
As an employee you are obligated to report what you know.

If someone discloses an incident of sexual misconduct to you, including sexual assault, stalking, dating or domestic violence, or sexual harassment, please take the following steps:

REPORTING OPTIONS

To report an incident to law enforcement:

- **Northwestern University Police Department:** 847-491-3456 (Evanston) or 312-503-3456 (Chicago). NUPD has officers who are specially trained to work with victims of sexual violence.
- **Evanston Police:** 911 or 847-866-5000
- **Chicago Police:** 911 or 312-744-4000

To report an incident to Northwestern:

- **Colleen Johnston, Title IX Coordinator:** 847-491-3881 or colleen.johnston@northwestern.edu
- **Online at:** bit.ly/NUReportSexualMisconduct

A Title IX staff member will contact the person who may have experienced sexual misconduct to share information about available options and resources. **It is up to the person who may have experienced sexual misconduct whether to meet with Title IX staff.**

CAMPUS-BASED CONFIDENTIAL RESOURCES

The following campus-based resources have a confidentiality privilege and will keep communications confidential:

- **CARE: Center for Awareness, Response, and Education** (provides support, and advocacy services to students): 847-491-2054 or www.northwestern.edu/care
- **CAPS: Counseling and Psychological Services** (provides counseling services to students): 847-491-2151 (24 hours), or www.northwestern.edu/counseling
- **Employee Assistance Program** (provides crisis intervention and short-term counseling to faculty and staff members, as well as their household family members): 855-547-1851 or www.northwestern.edu/hr/work-life/faculty-staff-assistance-program.html
- **Religious and Spiritual Life** (provides spiritual counseling and advice to members of the University community): 847-491-7256 or www.northwestern.edu/religious-life

Please note: All Northwestern employees (including student employees), as well as nonemployees with teaching or supervisory authority (e.g. TA's), other than those employees designated in Appendix C of the Sexual Misconduct Policy, are obligated to report to the Title IX Coordinator any information they become aware of during the scope of their work.

OFF-CAMPUS RESOURCES

Hotlines:

- **Chicago Metro Rape Crisis Hotline (YWCA):** 888-293-2080 (24 hours)
- **Chicago Domestic Violence Line:** 877-863-6338 (24 hours)
- **Evanston Domestic Violence Line (YWCA):** 877-718-1868 (24 hours)
- **RAINN: Rape, Abuse & Incest National Network:** 800-656-HOPE (24 hours)

Counseling Resources:

- **Rape Victim Advocates** (provides sexual violence specific counseling and advocacy): 312-443-9603 or www.rapevictimadvocates.org
- **Porchlight Counseling Services:** 773-750-7077 or www.porchlightcounseling.org
- **YWCA Evanston/North Shore** (provides relationship violence specific counseling and advocacy): 877-718-1868 or www.ywca.org/evanston

For more information, visit www.northwestern.edu/sexual-misconduct