

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 Interim Title IX Coordinator to report the incident: Amanda DaSilva, 847-467-6571 or titleixcoordinator@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:

- **Amanda DaSilva**, Interim Title IX Coordinator: 847-467-6571 or titleixcoordinator@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