

Sexual Misconduct and Responsible Employees (Faculty and Staff)

According to the College's Policy Against Sexual Misconduct:

Except for individuals who have legally protected confidentially, all responsible employees of the College are required to share with the Title IX Coordinator any report of sexual harassment, sexual violence, stalking, or relationship violence they receive or of which they become aware.

Responsible Employees are defined as faculty, coaches, administrators, Resident Assistants/Residence Hall Coordinators, employees within the Public Safety department and other student employees or volunteers with a significant responsibility for student welfare.

How to file a report

- Contact **Title IX Coordinator Michael Dunn**: mkdunn@smcm.edu, titleix@smcm.edu, 240-895-4105, 254 Glendening, www.smcm.edu/campus-rights
- Contact **Public Safety**: 240-895-4911, www.smcm.edu/publicsafety

What happens after you make a report? The Title IX Coordinator and Title IX Team...

- Conduct an initial assessment of the reported behavior
- Make sure that the complainant (the person who experienced the misconduct) is familiar with the full range of options for resolution
- Address the need for any interim remedies or accommodations to protect the safety of the complainant or the community
- Seek the complainant's expressed preferences, if any, as to the course of action

When talking with someone who experienced sexual misconduct...

- Listen
- Don't be judgmental
- Let the person make their own decisions
- Respect privacy to the extent possible
- Encourage the person to get help
- Be present

Tips for responsible employees

- It's okay to acknowledge that the responsibility to share information can be difficult
- Even after a report is filed, the complainant always has the choice of whether to participate in the process, respond to Title IX outreach, or share additional information
- Feel free to call the Title IX Coordinator/Public Safety while the complainant is with you
- Remember to pass along any information that may be of concern. The information you share will be handled with respect and may help to create a safer space for us all
- When in doubt, report!

Reporting Protocol for Responsible Employees

When possible, the responsible employee should disclose their reporting obligations to the complainant and/or the third party making the report before that person discloses any details of the incident(s).

- A. If there is **an emergency or a need for immediate medical attention**: contact the Office of Public Safety immediately at (240) 895-4911 or extension 4911 from a campus phone.
- B. If there is **not an emergency or a need for immediate medical attention**: immediately make a report to the Title IX Coordinator, Michael Dunn, or to the Office of Public Safety.
- C. The responsible employee should make every effort to ensure that the complainant or third party making the report understands the following:
 - a. The responsible employee is obligated to report the facts of the incident, including the identities of the parties, to the Title IX Coordinator or other appropriate College officials
 - b. The complainant may make a request to the College that the complainant's name or other identifiable information not be shared or that no formal action be taken. The Title IX Coordinator will evaluate these requests
 - c. The complainant or third party making the report may share information confidentially with any of the College's designated confidential resources:

Confidential Counseling and Advocacy Resources

SMCM Staff Therapist/Advocate: Rachel Honig, 240-895-4289, rhonig@smcm.edu
SMCM Counseling and Psychological Services: 240-895-4289, www.smcm.edu/wellness
Walden-Sierra, Inc.: 24-hour hotline 301-863-6661
Maryland Coalition Against Sexual Assault (MCASA): 410-974-4507, www.mcasa.org
Southern Maryland Center for Family Advocacy: 301-373-4141, www.smcfaf.net
Rape, Abuse, and Incest National Network (RAINN): 800-656-4673, www.rainn.org

Confidential Medical Resources

SMCM Health Services: 240-895-4289, www.smcm.edu/wellness
St. Mary's Hospital: 301-475-8981
Calvert Memorial Hospital: 410-535-4000

- d. The complainant has the right to file a Title IX complaint with the College and to report a crime to law enforcement.
- D. Even if a complainant or third party making the report wishes to remain anonymous, responsible employees are still required to make a report if any information has been revealed to indicate that a violation of the Policy Against Sexual Misconduct may have occurred.

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240-895-4105 – 254 Glendening Hall – www.smcm.edu/campus-rights