

FREQUENTLY ASKED QUESTIONS

Faculty/Staff | Reporting Gender-Based Misconduct

University employees, including University officers, staff, residential programs staff, teaching assistants (including graduate students and postdocs) and adjunct faculty have an obligation under federal law and University policy to immediately report incidents of gender-based misconduct involving graduate and undergraduate students.

Note: Barnard and Teachers College faculty and staff should consult with their Title IX Coordinator for additional information and resources. Requirements regarding postdoctoral students vary, so please consult with the Deputy Title IX Coordinator for Faculty and Staff at eoaa@columbia.edu or 212-854-5511.

What should I say to student(s) who disclose, via conversation or in written communication, incidents of gender-based misconduct involving themselves or other Columbia University student(s)?

1. If the student is in immediate danger, call Columbia University Public Safety at 212-854-5555 (Morningside) or 212-305-7979 (CUMC) or dial 911 for the NYPD.
2. Let the student know as soon as possible- ideally before they disclose any identifying or detailed information- that you have an obligation to report the incident. This empowers students to decide whether to share additional information with you or to seek out “confidential” resources. Those resources do not have the same reporting responsibilities as faculty and staff, and while some students are comfortable reporting; others are not. When you explain your duty to report, please assure the student that nothing in the reporting process allows their personal identifying information to be shared publicly.
3. Share the following on-campus resources if appropriate, as they can assist students in crisis and in need of immediate professional support as well as students who simply just want to know various options and opportunities for support.

The Gender-Based Misconduct Office (GBM) has case managers who can work with students to discuss appropriate accommodations (such as changes to exam dates or housing assignments) and assist with referrals and resources. Although GBM is “non-confidential,” the Office will protect students’ privacy to the greatest extent possible and will disclose identifying information to others, such as partner offices on campus, only on a need-to-know basis. Case Managers can be reached at 212-854-1717 or by email at titleix@columbia.edu.

If a student discloses that they have experienced gender-based misconduct, how do I submit a report?

The easiest way to report gender-based misconduct is to use the form accessible from the Student Conduct and Community Standards website. You can also call the Gender-Based Misconduct Office at 212-854-1717, e-mail them at titleix@columbia.edu, or visit them in person on the 8th floor of Watson Hall (612 West 115th Street) during business hours. Any of these options will fulfill your reporting responsibility.

What information will I need to include in the report?

You will need to include any information that you have, including the name(s) of student(s) or others involved in any incidents and information about the incidents. If you don’t know students’ names but have information about an incident, or vice versa, you must still report what you know. Also remember that it is neither necessary nor advisable for you to further “investigate” by following-up with students for additional information that you do not already have.

What kinds of gender-based misconduct trigger my reporting obligations?

The Gender-Based Misconduct Policy and Procedures for Students identifies the following behaviors as reportable policy violations:

- Nonconsensual Sexual Intercourse
- Nonconsensual Sexual Contact
- Domestic Violence
- Dating Violence
- Sexual Exploitation
- Stalking
- Sexual Harassment
- Gender-Based Harassment

Note: Student Conduct and Community Standards takes claims of retaliation and intimidation very seriously, and will investigate any reports of retaliation for participating in any way in the reporting or investigative process.

Do I need to report if:

- I hear about an incident from someone else
- The student does not know the name of the person who committed an offense
- The respondent (accused) is not a student or is not affiliated with Columbia.
- The incident took place away from campus, or when school was not in session.

In all of these scenarios, the answer is yes. The University seeks to ensure that our students have access to the appropriate resources and that our community is safe.

What happens when I file a report?

In cases where gender-based misconduct is reported by a party other than the identified complainant, the office will promptly notify the complainant that a report has been received. In those instances, Case Managers from the Office will reach out to them as soon as possible to offer resources and provide an opportunity to meet in person to discuss any additional needs, such as accommodations or referrals. In some cases, once they have the necessary information, the office will reach out to respondents, working directly with them to provide resources, accommodations, and referrals when appropriate.

Note: As your reporting obligation is considered fulfilled once you submit a report, you will not normally be included on any additional correspondence or informed of resulting actions or outcomes. However, in most cases you should receive acknowledgment from the office that the report was received.

Do I need to do anything after I have filed a report?

No. Once you file a report, your reporting obligation is complete, though you should keep any notes you have taken for future reference as the Gender-Based Misconduct Office may follow up with you if they have any questions as they process the report. You can continue to talk with the student, but please continue to communicate with the Gender-Based Misconduct Office if you learn any additional information.

Do I have reporting responsibilities if I hear that faculty or staff have experienced gender-based misconduct? If so, what are they?

The University asks all employees to report any prohibited conduct involving employees or third parties to EOAA and/or the employee's designated human resources representative. The University requires management and supervisory personnel to report any instance or allegation of prohibited conduct by an employee or third party that is disclosed to, observed, or otherwise known by him or her to EOAA and/or his or her designated human resources representative, who will report to immediately and coordinate with EOAA regarding the appropriate University response. Failure of a manager or supervisor to report an allegation of prohibited conduct disclosed to, observed or otherwise known by him or her will constitute a violation of this Policy

Employees Not Required to Report University employees serving in a privileged professional capacity (counselors, clergy, medical providers, and rape-crisis counselors) are not obligated to report and, absent a request by the Complainant, should not report information disclosed to them in their capacity as a privileged professional, except as required by law.

If an employee has any question about reporting incidents involving employees, the employee should contact EOAA for guidance at eoaa@columbia.edu or call 212-854-5511 .

For further information about the Gender-Based Misconduct Policy and Procedures for Students, resources, and more, please visit the Sexual Respect Website.

CONFIDENTIAL RESOURCES FOR STUDENTS

Sexual Violence Response (SVR)

Professional and peer counselors available in person into the evening and available 24/7/365 212-854-HELP

OMBUDS Office

<http://ombuds.columbia.edu> 212-854-1234

Columbia Health Services

Morningside and Teachers College

Medical Services 212-854-7426

Counseling Services 212-854-2878

Medical Center Campus

Medical Services 212-305-3400

Counseling Services 212-305-3400

Barnard

Medical Services 212-854-2091

Counseling Services 212-854-2092

RESOURCES FOR FACULTY/STAFF

Equal Opportunity and Affirmative Action (EOAA) 212-854-5511
eoaa.columbia.edu

Human Resources 212-851-7008
hr-operations@columbia.edu

OMBUDS Office 212-854-1234
<http://ombuds.columbia.edu>

Employee Assistance Program (EAP) 888-673-1153

St. Luke's Crime Victims Treatment Center 212-523-4728

NYC Domestic Violence Hotline 800-621-HOPE