

## Sample Syllabus Language for Faculty

University of Mary Washington faculty are committed to supporting students and upholding the University's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence. Under Title IX and this Policy, discrimination based upon sex or gender is prohibited. If you experience an incident of sex or gender-based discrimination, we encourage you to report it. **While you may talk to me, understand that as a "Responsible Employee" of the University, I MUST report to UMW's Director of Compliance and Title IX/ADA Coordinator what you share.** If you wish to speak to someone confidentially, please contact the below confidential resources. They can connect you with support services and help you explore your options. You may also seek assistance from UMW's Director of Compliance and Title IX/ADA Coordinator. Please visit <http://diversity.umw.edu/title-ix/> to view UMW's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence and to find further information on support and resources. **\*Non-confidential and confidential resources (see brochure back).**

## Non-Confidential Resources

**Ruth Davison**  
Director of Compliance  
and Title IX/ADA Coordinator  
rdavison@umw.edu  
540-654-5656  
Lee Hall 401

**Terri Arthur**  
Title IX Deputy for Employees  
tlockhar@umw.edu  
540-654-2051  
GW 201

**Marissa Miller**  
Center for Prevention and Education  
mmille23@umw.edu  
540-654-1193

## Confidential Resources

**On Campus**  
***Talley Center for Counseling***  
Lee Hall 106 | 540-654-1053  
***Student Health Center***  
Lee Hall 112 | 540-654-1040

**Off Campus**  
***Empowerhouse***  
www.empowerhouseva.org  
(540)373-9373

***RCASA***  
www.rcasa.org  
(540)371-1666

# Being a Responsible Employee - When Students Report

## WHAT EMPLOYEES NEED TO KNOW

Office of Title IX and ADA Compliance  
Center for Prevention and Education

Adapted from the Victim Rights Law Center

University of  
Mary Washington

## Before

- Inform students about your obligation to report to the Director of Compliance and Title IX/ADA Coordinator and provide them with confidential resources.
- Consider using a syllabus warning and/or discussing your obligations at the start of the course.

## During

- Try to compassionately interrupt before they continue in order to remind them of your obligations (see sample script).
- Be clear that they can still talk with you, but you want them to be able to make an informed decision before they continue.
- If they want to continue, provide nonjudgmental support. Avoid telling the student what they should do.
- Refrain from asking for more details.
- Offer resources.

## After

- Contact the Director of Compliance and Title IX/ADA Coordinator who must receive a report which includes all details shared by the student including dates, times, locations, and names of parties and witnesses.
- **Do not** undertake any independent efforts to determine whether or not the report has merit.

## When you BELIEVE a student is about to disclose gender-based violence

"It sounds like you are about to tell me something that might fall within our misconduct policy. Before you say anything, I want to go over some information you should know. I am a responsible employee, which means I am required to notify the Director of Compliance and Title IX/ADA Coordinator regarding any prohibited conduct under the policy. Do you have any questions about what that means? Right now, I am not required to notify anyone. If you decide you want to talk with me, I will listen and provide any support I can. If you would prefer to have a confidential conversation instead, I can provide you with a list of resources both on and off campus. I know this is a lot of information and may be overwhelming, so please take your time in making the decision that is right for you. It is completely up to you on how you want to proceed."

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## When you KNOW a student has experienced gender-based violence

"I am sorry that happened to you, and I am sorry to interrupt you as you are telling me something so personal. Before you continue any further, I want to go over some information you should know. I am a responsible employee, which means I am required to notify the Director of Compliance and Title IX/ADA Coordinator regarding any prohibited conduct under the Policy and the Director of Compliance and Title IX/ADA Coordinator will follow up with you. The Director of Compliance and Title IX/ADA Coordinator will keep the information you share private, which means the information you've shared with me will only be shared with a limited circle of people who "need to know." Do you have any questions about what that means? If you want to continue talking with me, I will listen and provide any support I can including on and off campus resources. I know this is a lot of information and may be overwhelming, so please take your time in making a decision of what resources might be right for you."