

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 and 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 a faculty member, understand that as a "Responsible Employee" of the University the faculty member MUST report to UMW's Title IX Coordinator what you share.** If you wish to speak to someone confidentially, please contact the below confidential resources. You may also seek assistance from UMW's Title IX Coordinator.

***Non-confidential and confidential resources (see brochure back).**

Non-Confidential Resources

Stefanie Lucas-Waverly
Title IX Coordinator
slucaswa@umw.edu
(540)654-5656

Terri Arthur
Title IX Deputy for Employees
tlockhar@umw.edu
(540)654-2051

Confidential Resources

On Campus
Talley Center for Counseling
Lee Hall 106
Student Health Center
Lee Hall 112

Off Campus
Empowerhouse
www.empowerhouseva.org
540-373-9373

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

Being a Responsible Employee

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When Students Report

WHAT EMPLOYEES NEED TO KNOW

Office of Title IX and Center for
Prevention and Education Fairfax
House

Adapted from the Victim Rights
Law Center

Before

- Inform students about your obligation to report to the Title IX 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 Title IX 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 Title IX 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 Title IX Coordinator regarding any prohibited conduct under the Policy and the Title IX Coordinator will follow up with you. The Title IX 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."