

2019-20 FACULTY REPORTING GUIDE

As faculty members, you play a vital role in responding to concerning incidents and ensuring safety, equity, and inclusivity in our Toro community. CSU EO 1096 designates you as *responsible employees*, requiring you to notify the Title IX Office about discrimination, harassment, and retaliation, including sexual misconduct, domestic violence, and stalking.

Examples of when to notify the Title IX Office about an incident:

- A student tells you that that they were sexually assaulted
- A staff member discloses that they missed work due to being physically injured by their partner
- A faculty member says that they are being stalked by a student
- A colleague says that another faculty member is sexually harassing them
- You hear racist or ageist comments that may constitute harassment
- You observe someone being treated differently because of their sexual orientation or gender identity
- **Any other actions that may be discrimination, harassment, or retaliation**



Visit
csudh.edu/gei
for more
information!

How should you respond to a disclosure?

1. **Safety:** Determine if there is an imminent threat of harm and if so, call the CSUDH Police Department by dialing (310) 243-3333 or 911
2. **Support and Resources:** Thank them for talking to you, support their decisions, and provide information about resources, available at csudh.edu/gei
3. **Notify:** Inform them that you will notify the Title IX Office by filling out the form at csudh.edu/gei/make-report they will receive an email response with resources and options

How do you notify the Title IX Office?

- Fill out the online form at csudh.edu/gei/make-report or within the *iToro App*
- Call the Title IX Office at (310) 243-1025 to set up a meeting

What will happen after you notify the Title IX Office?

The Title IX Office will reach out via email to those involved and provide information, resources, and the option to meet with the Title IX Officer to talk further or make a formal complaint. Except in dangerous or extreme circumstances, it is their choice how to move forward. A number of supportive and basic-needs related resources will be offered, including:

- Confidential CAPE Advocate (students and employees) for support after sexual harassment, sexual assault, dating violence or stalking: (310) 243-2567 or csudh.edu/CAPE
- Life Matters (employees only): (310) 243-3769 or 1-800-634-6433
- Student Health and Psychological Services (students only): (310) 243-3818 or csudh.edu/shps