



2018-19 Faculty Guide for Reporting Gender or Sex-Based Discrimination, Harassment, or Retaliation, Including Sexual Misconduct, Dating/Domestic Violence, and Stalking

Sexual harassment, sexual assault, dating/domestic violence, stalking, and discrimination on the basis of sexual orientation, gender identity/expression (including transgender individuals, men, and women), and pregnancy are prohibited. **All professors** (except psychological counselors, medical doctors, and victim's advocates) **are required to notify the Title IX Officer of these incidents when they observe them** under CSU Executive Order 1095. Incidents should be reported ASAP, at least within 48 hours.

What are some examples of words or behaviors that must be reported to the Title IX Officer?

- You hear an employee making sexual comments towards a student
- A student discloses that they were sexually assaulted (at any time, in any location)
- You feel uncomfortable in your workplace because of unwanted sexual comments being made by employees
- A student tells you that they don't want to do an activity because of their PTSD from ongoing domestic violence
- A student tells you that they need academic accommodations because they are breastfeeding
- A colleague tells you that they that they received differential treatment because of their gender identity
- **Anything else that student, faculty member, or employee discloses that you think may be discrimination, harassment, or retaliation on the basis of a protected status, such as gender**

What should I do if a student or employee tells me about experiencing discrimination, harassment, or violence?

1. **SAFETY:** Determine if there is an imminent threat of future harm to the individual or others, and if so, call the CSUDH Police Department by dialing ext. 3333 or 911.
2. **SUPPORT:** Thank them for talking to you about this and ask how you can help. Let them know you can contact CSUDH's Victim Advocate, Mayra Romo, at mromo@csudh.edu or (310) 243-2567.
3. **REPORT:** Let them know that you will notify CSUDH's Title IX Officer, Elizabeth Schrock, as soon as possible but at least within 2 days. She will reach out to them via phone or email to provide resources and options, including the option to have it investigated by the University.
4. **RESOURCES:** Provide them with a handout including on and off campus resources, including medical help, advocacy, counseling, accommodations, and the option to report to the college and the police.

How do I make a report?

Fill out the online form at www.csudh.edu/gei under "Reporting Options/Make a Report" or send an email/call Title IX Officer Elizabeth Schrock at eschrock@csudh.edu or (310) 243-3492, even if you are unsure.

What happens if I make a report?

Title IX Officer Elizabeth Schrock will reach out to you and the complainant to provide resources and options in order to stop the alleged discriminatory/harassing behavior, prevent it from happening again, and remedy the effects.

What other resources are available for employees and students?

The Title IX Officer and the confidential Victim's Advocate can assist students, staff, and faculty with accommodations (academic, work, and/or housing), no-contact orders, restraining orders, obtaining medical help or evidence collection, confidential Psychological Services or the CSUDH Employee Assistance Program, finding free domestic violence shelters, reporting to the police, and requesting an investigation into the behavior by the University.

For more information on resources, options, and reporting, visit www.csudh.edu/gei.