

Gender-Based Misconduct Reporting Responsibilities for Columbia University Faculty and Staff

University employees (faculty and staff)¹ have a responsibility under federal law and University policy to immediately report gender-based misconduct involving undergraduate and graduate students.² This FAQ explains what you must do.

What should I say to a student who starts talking with me about an incident of gender-based misconduct?

1. If a student is in immediate danger, call the University's Public Safety Department at 212-854-5555 (Morningside) or 212-305-7979 (Medical Center) or dial 911 for the New York Police Department.
2. Thank the student for coming and assure them that you can help. Also let them know that you have a responsibility to share information about gender-based misconduct with the university and want the student to know that. The student can choose whether to share information with you or seek "confidential" resources (below), which do not have reporting responsibility. If the student tells you what happened before you can explain, listen and tell the student when there is a moment that you must share the information, but that the Gender-Based Misconduct Office will protect their privacy to the greatest extent possible and that they can choose whether to participate in an investigation if one occurs.
3. Share the following on-campus resources, as appropriate. They can help students who are in crisis or in need of immediate professional support as well as students who want to know about Columbia's resources.

The Gender-Based Misconduct Office has case managers who work with students on accommodations (such as changes to exam dates or housing assignments) and can assist with referrals, resources and information about the disciplinary process. This non-confidential office will protect students' privacy to the greatest extent possible and will not disclose identifying information to others, except to partner offices at the University *only* on a need-to-know basis. The Office can be reached at 212-854-1717 or at titleix@columbia.edu. **Columbia's Title IX Coordinator**, Marjory Fisher, can also be reached directly at 212-853-1276; her office is located in 201A Kent Hall.

In addition, the following confidential resources do not have a reporting obligation and will not reveal to others any identifiable information about the student:

[Sexual Violence Response/Rape Crisis and Anti-Violence Support Center](#)

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

[Columbia Health](#) (Morningside; for Columbia and Teachers College students)

Medical Services: 212-854-9797

Counseling and Psychological Services: 212-854-2878

[Ombuds Office](#): 212-854-1234

[Columbia University Medical Center Student Health Service](#)

Medical Services: 212-305-3400

Mental Health Services: 212-305-3400

[Barnard Health Services](#)

Medical Services: 212-854-2091 | Counseling: 212-854-2092

[University Chaplain](#): 212-854-1493

Office locations and additional resources can be found at
<http://sexualrespect.columbia.edu/i-need-help-where-do-i-go>.

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

You can refer a disclosure in any of these ways. Each will fulfill your reporting responsibility:

- Use the [File a Report](#) form on the Sexual Respect website.
- Call the Gender-Based Misconduct Office at 212-854-1717.
- Email the Office at titleix@columbia.edu.

¹ Included are University officers, residential program staff, and adjunct faculty. Teaching assistants and other students with supervisory responsibilities also have the reporting responsibilities described here. Barnard and Teachers College faculty and staff should consult 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 Concerns at eoaa@columbia.edu or 212-854-5511.

² Because requirements regarding postdoctoral students vary, contact the Deputy Title IX Coordinator for Faculty and Staff Concerns at eoaa@columbia.edu or 212-854-6699.

What will I need to include in my report?

Please include as much information as you have, including the name(s) of the student(s) or others involved in any incidents and information about the incidents. Even if you don't know students' names but have information about an incident, or vice versa, you are responsible for sharing this information as described above.

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

Columbia's Gender-Based Misconduct Policy and Procedures for Students identifies 10 types of gender-based misconduct:

nonconsensual sexual intercourse; nonconsensual sexual contact; domestic violence; dating violence; sexual exploitation; stalking; sexual harassment; gender-based harassment; as well as retaliation for participating in any way in the gender-based misconduct disciplinary process. You can find more information at sexualrespect.columbia.edu.

Do I need to report if: (1) I hear about an incident from someone else; (2) the student does not know the name of the person who committed an offense; (3) the offender is not a student or not affiliated with Columbia; or (4) the incident took place away from campus or when school was not in session?

Yes. The University seeks to ensure that our students have access to appropriate resources and that our community is safe.

What happens when I file a report?

A case manager from the Gender-Based Misconduct Office will reach out to the student to offer resources and an opportunity to meet in person to discuss any additional needs, accommodations or referrals, as well as provide information about options for investigation or alternate resolution. In some instances, the Office will also reach out to accused students to provide resources, accommodations and referrals. If the Office conducts a formal investigation, both complainant and respondent students have the opportunity to work with a lawyer provided by the University at no cost to the student.

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

No. Your responsibility is fulfilled at that point. 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. You can continue to talk with the student over time, but please continue to communicate with the Gender-Based Misconduct Office if you learn additional information.

What are my reporting responsibilities if I hear that faculty or staff members have experienced gender-based misconduct?

The University asks all faculty and staff to report any prohibited conduct involving employees or third parties to Equal Opportunity and Affirmative Action (EOAA) and/or to their designated human resources representative. Faculty and staff with management or supervisory responsibility **are required** to report misconduct that you have learned about or observed. Reports should be made to the Deputy Title IX Coordinator for Faculty and Staff Concerns at eoaa@columbia.edu or 212-854-2730. Read more about this policy on eoaa.columbia.edu.

You can also share these resources for faculty and staff: (1) the [Office of Equal Opportunity and Affirmative Action](#); (2) [Human Resources](#); (3) the confidential [Ombuds Office](#); and (4) the confidential [Employee Assistance Program](#).

[St. Luke's Crime Victims Treatment Center](#) (212-523-4728) provides medical services and counseling near campus for survivors of sexual assault, intimate partner violence, childhood sexual abuse, and other forms of violence and crime.

For further information about the Gender-Based Misconduct Policy for Students, resources, and more, please see the University's Sexual Respect website www.sexualrespect.columbia.edu.