

## GENDER-BASED MISCONDUCT REPORTING REQUIREMENTS FOR FACULTY AND STAFF

University employees (faculty and staff)<sup>1</sup> have an obligation under federal law and University policy to immediately report gender-based misconduct experienced by undergraduate and graduate students.<sup>2</sup> 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 the New York Police Department at 911.
2. Let the student know right away—before they disclose any information to you, if possible—that you have an obligation to report the incident. This enables students to choose whether to share information with you or to seek out “confidential” resources, listed in point 3 below, that do not have the same reporting responsibility. Some students are comfortable with reporting; others are not. When you explain your reporting responsibility, please assure the student that nothing in the reporting process allows their personal identifying information to be shared publicly.
3. Share these on-campus resources, as appropriate. They are for students who are in crisis and in need of immediate professional support and for students who just want to know where else to turn.

The Gender-Based Misconduct Office has case managers who can help determine if students need accommodations (such as changes to exam dates or housing) and assist students with referrals and resources. This “non-confidential” office will protect students’ privacy to the greatest extent possible and will disclose identifying information to others only on a need-to-know basis. The Office can be reached at 212-854-1717 or by email at [titleix@columbia.edu](mailto:titleix@columbia.edu).

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 Health Services](#)  
Medical services: 212-305-3400  
Counseling and psychological services: 212-305-3400

[Barnard Health Services](#)  
Medical services: 877-941-1695  
Counseling and psychological services: 212-854-2092

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

Additional resources can be found [here](#).

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

You can use the [Gender-Based Sexual Misconduct Report Form](#), call the Gender-Based Misconduct Office at 212-854-1717, or email the Office at [titleix@columbia.edu](mailto:titleix@columbia.edu). This will reach the Deputy Title IX Coordinator for Student Concerns and will fulfill your reporting responsibility.

---

<sup>1</sup> Included are University officers, residential program staff, teaching assistants (including graduate students and postdocs), and adjunct faculty. Barnard and Teachers College faculty and staff should consult their Title IX Coordinator for additional information and resources.

<sup>2</sup> Because requirements regarding postdoctoral students vary, contact the Deputy Title IX Coordinator for Faculty and Staff Concerns at [eoaa@columbia.edu](mailto:eoaa@columbia.edu) or 212-854-6699.

### **What will I need to include in my report?**

You will need to include any information you have, including the name(s) of the student(s) or others involved in any incidents and information about the incidents. If you don't know students' names but have information about an incident, you must report that. Likewise, if you have names but no detailed information about an incident, you must report that as well.

### **What kinds of gender-based misconduct trigger my reporting obligation?**

The University policy identifies ten types of gender-based misconduct that violate our policy and require a report if you hear about them. They are (1) nonconsensual sexual intercourse; (2) nonconsensual sexual contact; (3) domestic violence; (4) dating violence; (5) sexual exploitation; (6) stalking; (7) sexual harassment; (8) gender-based harassment; (9) intimidation that reasonably leads the student to fear for their physical well-being or to engage in sexual conduct for self-protection; and (10) retaliation for participating in any way in the gender-based misconduct disciplinary process, including by reporting an incident. Click [here](#) for detailed definitions.

Importantly, you don't need to be concerned with whether there is enough information to report or whether an incident fits the policy definition. When you report the information you have learned, even if it seems minor, the Gender-Based Misconduct Office will determine the appropriate next steps.

### **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 the appropriate resources and that our community is safe.

### **What happens when I file a report?**

If you have the names of students involved, the Gender-Based Misconduct Office will reach out to them. For students who have experienced gender-based misconduct, a case manager will help determine if they need accommodations, referrals, and resources as described above. For any student who has been accused of violating the policy, the Office will also work directly with him or her if an investigation is initiated.

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

No. Once you file a report, your reporting obligation is complete, though 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 as they are processing the report. The Gender-Based Misconduct Office will follow up with the students involved to help arrange accommodations and access to additional resources, as appropriate. 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.

### **Do I have reporting responsibilities if I hear that faculty or staff have experienced gender-based misconduct? If so, what are they?**

University officers have a duty to report gender-based misconduct involving employees to the Deputy Title IX Coordinator for Faculty and Staff Concerns at [eoaa@columbia.edu](mailto:eoaa@columbia.edu) or 212-854-6699.

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 at [www.sexualrespect.columbia.edu](http://www.sexualrespect.columbia.edu).