



# **Making a Title IX Report: Information for Faculty and Staff**

# ***Title IX and Investigation Process***

If you are a Utica College faculty or staff member and are a victim or witness to an incident of sexual or gender-based misconduct, **we encourage you to make a report as soon as possible.** Making a report is the best way to ensure the immediate safety of everyone involved. The following slides will walk you through the process and provide valuable resources.

# ***Making a Report***

It is important that you know how to report an incident of sexual or gender-based misconduct.

You can report to any of the people listed in upcoming slides.

# ***Internal Reporting Sources***

To make a report to someone in the College community, you may contact any one or more of the following.

- Title IX Coordinator  
Lisa Green, Vice President of Human Resources & Personnel Development  
(315) 792-3736, [lgreen@utica.edu](mailto:lgreen@utica.edu)
- Deputy Title IX Coordinator  
Alane Varga, Dean for Diversity and Student Development  
(315) 792-3324, [avarga@utica.edu](mailto:avarga@utica.edu)
- Deputy Title IX Coordinator  
David Fontaine, Director of Athletics and Physical Education  
(315) 792-3050, [dsfontai@utica.edu](mailto:dsfontai@utica.edu)
- Director of Campus Safety  
Wayne Sullivan, (315) 792-3201, [wasullivan@utica.edu](mailto:wasullivan@utica.edu)
- Dean of Students and Campus Life  
Robert Perkins, Ph.D., (315) 792-3285, [rjperkin@utica.edu](mailto:rjperkin@utica.edu)
- Director of Residence Life  
Scott Nonemaker, (315) 792-3285, [scnonema@utica.edu](mailto:scnonema@utica.edu)

**AND YOU CAN REPORT TO ANY OTHER FACULTY OR STAFF MEMBER, AS THEY CAN POINT YOU IN THE RIGHT DIRECTION TO GET HELP!**

# ***Confidential Resources***

You can also make a report to a *CONFIDENTIAL* resource. These people are NOT required to share your report with anyone unless you ask them to do so. Please note that all other College reporting resources (shown on the previous slide) are obligated to share your report if the incident you report falls under our policy.

Confidential resources are found on the next slide.

# ***Confidential Resources***

## ***(continued)***

An employee seeking confidential emotional or medical care may contact:

Newman Center Chaplain  
Newman Center Building  
(315) 792-3284

ENI Employee Assistance Program  
1-800-EAP-CALL or 1-800-327-2255

For Students:

Utica College Student Counseling Center  
Student Wellness Center, Room 204 Strebel Student Center  
(315) 792-3094

Utica College Student Health Center  
Student Wellness Center, Room 204 Strebel Student Center  
(315) 792-3094

# ***Off-Campus Confidential Resources***

There are also some off-campus resources that can offer complete confidentiality:

Oneida County's YWCA Domestic and Sexual Violence Services  
(315) 797-7740

Suicide/Crisis Services  
24 Hour Hotline  
(315) 732-6228

NYS Office of Victim Services  
Hotline  
1-800-247-8035

# ***Online Reporting***

You may also file a report online at:

<http://www.utica.edu/college/tix/report.cfm>

This report can be anonymous, however in order to be able to help we encourage you to provide as much information as possible.



# ***What Happens Next?***

Once a report is made to the College, we begin a process that starts with **ensuring the immediate safety of everyone involved.**

This could mean a variety of things that are all aimed at making sure the victim and anyone else associated with the incident are safe in offices, classrooms, residence halls, or other areas and facilities on our campuses.

It could also involve seeking medical attention or crisis services for the victim. **This is priority ONE.**

# ***What Happens Next?***

*(continued)*

Next, the Title IX Coordinator or Deputy Title IX Coordinator works with the Office of Campus Safety and any other office to see if any immediate things need to happen to ensure safety.

This could mean putting interim measures in place to separate the involved parties, providing safety services, or a whole host of other things. The number one priority is always safety.

# ***What Happens Next?***

*(continued)*

- Once the Title IX Coordinator has the report, he/she will reach out to the person who made the report (called the “complainant”) and the person who allegedly engaged in the problematic behavior (called the “respondent”). The purpose of that contact is to:
  1. **make sure everyone is safe and has access to the resources they need;**
  2. understand who all of the involved parties are and get a very brief overview of the incident; and
  3. inform the complainant and respondent of the investigatory process, their rights under that process, and answer any process or resource-related questions.

***NOTE:*** *If the report is made anonymously, the Title IX Coordinator will need to determine if there is enough information to proceed.*

# ***What Happens Next?***

*(continued)*

- The Title IX Coordinator will assign two investigators to interview the complainant, respondent, and any other witnesses. The purpose of the interviews is to find out if a policy violation occurred.
- If you are the complainant or the respondent, you can bring a support person with you to any of these meetings involving the incident. In fact, we encourage it.
- When the investigators have completed their fact-finding work, they write a report to the Title IX Coordinator that summarizes the facts, lets the Title IX Coordinator know if they think a violation occurred, and makes recommendations about next steps.

# ***What Happens Next?***

*(continued)*

- The Title IX Coordinator reviews the report from the investigators and either agrees or disagrees with the report.
- It is the Title IX Coordinator who decides on the findings that will be delivered to both the complainant and the respondent.
- The Title IX Coordinator will share investigatory findings and recommendations with both the complainant and respondent.
- Each party has the right to ask questions and submit more evidence as appropriate.
- If there are no findings, there could still be recommended actions even if all other interim measures are lifted.

# ***What Happens Next?***

## ***(continued)***

Some incidences result in a referral to the Office of Human Resources to see if disciplinary action is needed.

- In the case of staff members, the supervisor of the person for whom discipline is recommended will be contacted and will assist in the disciplinary process.
- If the recommendation involves a faculty member, the Office of Human Resources will consult with the president of the AAUP-UC and refer to the collective bargaining agreement between Utica College and the AAUP-UC for more process guidance.
- If the recommendation involves a student, the Office of Human Resources and/or Title IX Coordinator may coordinate with the Office of Student Conduct and Community Standards.
- If the recommendation involves a third party contracted employee, the Office of Human Resources and/or the Title IX Coordinator may coordinate with the human resources office of the contracting company.

# ***What Happens Next?***

*(continued)*

In any case, the Title IX Coordinator will make the individual aware that there will be a referral to that process, and that is where disciplinary action, if any, will be discussed.

The Title IX and employee/faculty disciplinary processes are separate and distinct processes, although the Title IX Coordinator will share facts with those who are responsible for overseeing the disciplinary processes.

# ***What Happens Next?***

*(continued)*

While a referral to disciplinary processes usually ends the Title IX investigatory portion of the process, it is important to know that ANY case can be reopened if a person has importance evidence to share.



# ***Other Important Notes***

Some Other Important Process Notes:

- Faculty and staff always have the right to contact the Office of Civil Rights regarding a report or complaint.
- If a faculty or staff member decides to report an incident to law enforcement, the College will still conduct its own internal investigation, and will use this process to do so.

**Any faculty or staff member with a question or concern about this process may contact any of the Title IX Coordinator or either of the Deputy Title IX Coordinators (contact information listed previously) at any time.**