

# Buckeyes ACT

FACULTY/STAFF REFERENCE GUIDE TO ASSIST VICTIMS/SURVIVORS WHO REPORT SEXUAL MISCONDUCT

Faculty and staff are in a unique position to assist those who report sexual misconduct, including sexual harassment and assault. Outlined below is information to guide you in responding to and supporting someone who confides in you.

## What should I do?

### 1 STEP ONE: LISTEN

- Listen openly and be supportive. Refrain from judgmental questions. Don't allow myths to affect how you perceive the survivor.
- Encourage the person to seek support services. Confidential and non-confidential campus and community options are available at [titleIX.osu.edu](http://titleIX.osu.edu).
- If the person is in immediate danger, offer to assist in calling 911.

## What should I say?

### 2 STEP TWO: SUPPORT

"I appreciate your coming to me for support. I want to make you aware of my role's limitations. As an employee I have an obligation to report any incident of sexual assault to the Title IX Coordinator in the Office of Institutional Equity. I also want to make you aware of resources on campus where you can discuss your situation confidentially and seek support if needed. I can't keep this confidential, yet we can keep it private." Faculty and supervisors also have the duty to report all sexual misconduct of which they are aware.

## Who should I contact?

### 3 STEP THREE: REPORT

- Report incident to the Title IX Coordinator in the Office of Institutional Equity via phone, email or in person.
- Share all the relevant details, including name, date, time or location of incident, and the names of anyone identified by the person as an alleged perpetrator or witness.
- Survivors of crimes such as sexual assault, stalking, domestic or dating violence are strongly encouraged to report the crime to law enforcement.

## Additional Tips

### What to say to a victim/survivor:

- I'm sorry this happened to you.
- It wasn't your fault.
- Thank you for trusting me with this information.
- I'm always here if you want to talk.
- Can I help you get connected to resources?

### What NEVER to say to a victim/survivor:

- It was your fault.
- You could have avoided it had you \_\_\_\_\_.
- It's been so long! Get over it!
- You wanted it. / You were asking for it.
- It's not that big of deal; it happens to lots of people.
- I don't believe you.

More information about resources, rights, and responsibilities under Title IX can be found on the Title IX website: [titleIX.osu.edu](http://titleIX.osu.edu)

Instructions for accessing mandatory Title IX training for employees can be found here: [titleix.osu.edu/navigation/prevention/training.html](http://titleix.osu.edu/navigation/prevention/training.html)



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## Non-Confidential Resources

### Title IX Coordinator - Melissa Mayhan

Office of Institutional Equity, St. John Arena, 410 Woody Hayes Dr., Columbus, Ohio 43210  
(614) 247-5838 | [titleIX@osu.edu](mailto:titleIX@osu.edu)

*Responsibilities: The Title IX Coordinator is the designated university official with primary responsibility for coordinating the university's compliance with Title IX. This includes providing leadership for Title IX activities; providing consultation, education and training; and helping to ensure the university responds appropriately, effectively and equitably to Title IX issues.*

### Civil Rights Intake Coordinators

Office of Institutional Equity, St. John Arena, 410 Woody Hayes Dr., Columbus, Ohio 43210  
(614) 247-5838 | [equity@osu.edu](mailto:equity@osu.edu)

*Responsibilities: Civil Rights Intake Coordinators in the Office of Institutional Equity assist faculty, staff, and students, in understanding their rights and options for support and investigation of harassment and discrimination, including sexual misconduct, provide referrals to campus and community resources, and arrange interim and protective measures.*

To report an assault or other crime to the University Police Division (non-emergency), please call (614) 292-2121 | [dps.osu.edu](http://dps.osu.edu)

## Confidential Resources

### SARNCO Campus Advocates (student and employee)

This program empowers survivors and co-survivors to access community resources to aid in their journey of recovery such as reporting with law enforcement, safety planning and more. Aftercare advocates are available to meet with anyone at the location of their choice, including on campus. Advocates can also make anonymous appointments with university staff to learn more about rights and options if the survivor chooses to report. **Call (614) 688-2518 to reach an On Campus SARNCO advocate during business hours or call the SARNCO 24-hour helpline at (614) 267-7020 (confidential and anonymous).**

### Student Life's Counseling and Consultation Service (CCS)

CCS provides counseling and consultation to all students enrolled at OSU. Students' spouses/partners who are covered by the Comprehensive Student Health Insurance are also eligible for services. CCS offers counseling and therapy to help students address personal, academic and career concerns. Both individual and group counseling are available. Their diverse staff specializes in a number of issues, including (but not limited to) substance abuse, eating disorders, sexual assault, relationship violence, international student concerns, LGBTQIA issues and multiculturalism. **(614) 292-5766 | [ccs.osu.edu](http://ccs.osu.edu)**

### Employee Assistance Program (EAP)

The Ohio State EAP, available 24/7/365 for Ohio State benefits-eligible faculty, staff, and family members provides life assistance for a wide array of personal, work-related, and daily living challenges such as stress, marital/family challenges, depression, anxiety, substance abuse, legal consultation, identify theft support, financial consultation and much more. All EAP services are personalized to fit your specific needs and are provided by The Ohio State University Health Plan, Inc. **(800) 678-6265 | [osuhealthplan.com/eap](http://osuhealthplan.com/eap)**