

Part. I

As a Responsible Employee, what should I say to a student who reports to me?

Sample: Conversation with Student Who Makes A Disclosure



Faculty and staff are uniquely positioned to assist students experiencing sexual violence, as they often see the warning signs – absence from class, decreased productivity, lower grades, social withdrawal – before others. In addition, as a trusted authority figure, students may turn to you when in crisis and disclose that they have been victims of sexual violence. You may be one of the first people a student confides in, so it is important to know how to handle a disclosure.”

Scenario: When a student does not want to further disclose to you

Student: Can I talk to you about something that happened to me this past weekend? It has to do with someone (intimate partner/spouse/roommate) I’ve been dating/met online/in our class.

Faculty/Staff: Of course. I do want to let you know that as an employee here at SJSU, I will need to share any information about sexual harassment with the Title IX and Gender Equity Officer. The Title IX and Gender Equity Officer can discuss your options to access on- and off-campus support resources to take care of your physical and emotional well-being. We care about your safety and SJSU has created this reporting requirement because sexual harassment in all its forms is unacceptable. If you want, I can help you make a phone call to the office or I can even walk you there. Someone from that office will likely reach out to you by email, and while I encourage you to discuss with them your rights and options, please know that it is entirely your choice to respond or not respond. You will not be forced to share information – your level of involvement is your choice.

If you are comfortable with that, I am here to listen to what you are able to tell me. I will only share your information with individuals like the Title IX and Gender Equity Officer who absolutely need to know; we will all strive to protect your privacy to the fullest extent. However, if you feel this is something that you would prefer to keep confidential, I encourage you to speak with our **Campus Survivor Advocate**, and I also have a list of both campus and community resources I would be happy to share with you. We can review those resources together if you’d like.

Student: Yes, I think I would prefer to keep it confidential. Could you give me those resources?

Faculty/Staff: Of course. Here you go (website: sjsu.edu/counselling/advocacy). The **Campus Survivor Advocate** is a confidential resource and located in the Student Wellness Center, Room 300B. If you would like to schedule an appointment via phone, please contact 408-924-7300 and request an appointment with the Campus Survivor Advocate. If you would like to schedule an appointment via email, please email survivoradvocate@sjsu.edu. (Would you like me walk you over or call together?) If you change your mind and decide that you want to report the incident, please know. I am here to listen and help.

Contact the Title IX and Gender Equity Officer to report and ask questions: You are not expected to know everything! When the disclosing student is with you or after they leave, you may find that you have questions. Use your resources so that you can provide the best response possible to the student. Additionally, as a “Responsible Employee,” under the policy, you have an obligation to report information about the incident, including identities of those involved, to the Title IX and Gender Equity Officer – even if they ask to be anonymous.

After speaking with the student, please fill out and submit an online [Incident Reporting Form](#). You may also contact the Title IX and Gender Equity Office at titleix@sjsu.edu or 408-924-7290 (M-F, 8 AM–5 PM) or 669-877-0620 (after hours, voice/text) to make a report.