

---

---

# A Guide for Faculty and Staff

— Committee on Sexual Assault  
Prevention & Response —

---

---

The Committee on Sexual Assault Prevention and Response was created in the fall of 2014 to consult with and advise the Title IX Office as GW undertook to reinforce a campus culture that promotes safety, dignity, and the well-being of every member of our community.

The Committee was charged with facilitating new and ongoing efforts pertaining to the prevention of, and response to, incidents of sexual assault, domestic violence, dating violence, and stalking. As members of the Committee, we assist the university by generating best ideas and mobilizing the GW community to implement these ideas. Our objective is to provide effective sexual assault prevention programs and incident response mechanisms across campus.

# Resources

## **Sexual Assault Response Consultative Team (SARC)**

Offers 24/7 emergency support for survivors and community members. Call (202) 994-7222

## **GW Title IX Office**

Responsible for addressing Title IX concerns (such as sexual harassment, sexual assault, dating and domestic violence, stalking and gender discrimination)  
Communications are mostly confidential. Call (202) 994-7434 or email [shrc@gwu.edu](mailto:shrc@gwu.edu)

## **Victim Services Specialist for GWPD**

Coordinates with GWPD to provide victims strictly confidential support within the university. Call (202) 994-0443

## **GW Medical Health Services**

Allows appointments or walk-ins during business hours to get medical care, including psychiatric services. Call (202) 994-6827

## **GW Mental Health Services**

Provides short-term individual and group counseling and can help students find longer-term care. Has 24/7 line to reach a counselor. Call (202) 994-5300

## **CARE Network**

An interdepartmental system for faculty, staff, and students to share their potential concerns about a student via an online form. <https://students.gwu.edu/care>

## **GW Students Against Sexual Assault**

Student organization that helps provide survivor support, opportunities for advocacy, and peer education. Visit [facebook.com/gwsasa](https://facebook.com/gwsasa) to find board members, office hours and upcoming events, email [gwsasa@gwu.edu](mailto:gwsasa@gwu.edu) for more information.

## **Multicultural Student Services Center**

A welcoming, enriching, and inclusive environment that can be a safe space for LGBT+ and multicultural students. Call (202) 994-6772 or email [mssc@gwu.edu](mailto:mssc@gwu.edu)

## **Disability Support Services**

Works with students, faculty and staff to help students with documented diagnoses access necessary accommodations. Call (202) 994-8250 or email [dss@gwu.edu](mailto:dss@gwu.edu)

## **Network for Victim Recovery of DC (NVRDC)**

Provides crime victims with case management and other legal services. Call (202) 742-1727 or email [info@nvrdc.org](mailto:info@nvrdc.org)

# “What do you think professors and/or staff should know about this issue?”

Selection of answers from a Town Hall survey of students from over 120 different organizations:

“Professors need to be familiar with how trauma affects students’ ability to participate in classes.”

“I feel like they should be just as informed or as educated as us. It is a campus/nation wide problem not just something that happens at parties.”

“I think it's important for them to address the issue and be open about sex and sexual assault and let their students know that they're also a resource available to them.”

“Professors and staff should know that this is much more common than many people think and that they also have a role to play in preventing sexual assault.”

“I think professors and staff members should be aware of resources, as they are a confidant to many students on campus. They are involved in campus life just as much as students are and have the ability to make a difference.”

# What You Need to Know: All University Employees

Assess for immediate safety, contact law enforcement if the individual is in immediate danger.

Provide information about resources and options.

Ask the individual for permission to connect them with Title IX or contact the office on their behalf.

Assure the individual their information will be kept confidential to the extent possible.

Inform the individual they have the choice to file their own complaint with the university and/or law enforcement at any time.

Understand the role of the responsible employee (next slide).

# What You Need to Know: Responsible Employees (Mandatory Reporters)

## You are responsible employee if you are

Part of the Academic Administration (Dean, Provost, or Department Chair).

Faculty or staff who directly supervise student workers or other staff. Especially program heads, directors, managers, or coordinators.

Anyone employed in Student Affairs (GW Housing, Student Engagement).

If you are unsure whether or not you are in this category contact Rory Muhammad, Director of Title IX at [rmuhammed@gwu.edu](mailto:rmuhammed@gwu.edu).

## If so, what are your duties?

Contact GW Police 202-994-6111 if the individual is in immediate danger.

Notify an individual disclosing to you that you are required to inform Title IX about any allegations of assault or harassment brought to your attention.

Complete the required Title IX form at <https://haven.gwu.edu/report-incident>

Inform that individual that they have access to confidential support resources that are not required to report to Title IX (listed on subsequent slide).

Assure the individual that their information will be kept private to the fullest extent possible, they have the option to report or not at any time, assistance is available regardless of their decision to file a formal complaint.

Make note of only what the individual reports; your role is not to probe, investigate, or determine the veracity of the complaint.

Encourage the individual to preserve any relevant evidence, seek a forensic examination at Washington Hospital Center.

Ensure this information is disseminated to all full time/part time faculty, GTA's, staff, and new employees at the beginning of each semester.

# How to engage:

**LISTEN** be a non-judgemental outlet

**SUPPORT** listen with empathy and compassion

**ASSIST** ask how you can help them through this difficult time or offer to connect them to resources

**CONNECT** help them identify their next best step and help to coordinate the connection

# Create an Inclusive, Supportive, Classroom Environment:

Include the Recommended Syllabus Statement on your syllabi (see next slide).

Underscore the statement's importance orally on the first day of class.

Faculty should make clear to students that it is our intent to foster awareness and create safe and supportive environments regardless of academic discipline.

Consider including content that allows for critical discussions of gender-, sexuality-, or race-based inequities carried out in a sensitive way.

Sexual assault will be particularly troubling for some students, especially survivors: develop a strategy for approaching material that might represent violence (this may mean an explicit warning in advance of discussion of particular texts, or a more general statement underscoring a willingness to talk with students about troubling material).

Develop strategies for implementing recommended academic adjustments.

On a department level, sustain conversations with colleagues about varied strategies for working with challenging and sensitive material.

Create a climate where insensitivity and intolerance is not condoned.

# Recommended Syllabus Statement

"Title IX clarifies that violence and harassment based on sex and gender violate federal and local laws and University policy. Such violations constitute a Civil Rights offense subject to the same kinds of accountability and support available to other protected classes such as race, religion, national origin, age, disability, veteran status, and sexual orientation."

If you or someone you know has been harassed or assaulted, the University has many available resources. The GW Haven website provides comprehensive information at: <http://haven.gwu.edu>. Options for support include the University Colonial Health Center, the University's Title IX Coordinator, and the Office of Victim Services in the GW Police Department. You can also find information on the app UASK DC and through the GW Students Against Sexual Assault [www.facebook.com/GWSASA](http://www.facebook.com/GWSASA)

We live in a moment when many people feel particularly targeted or endangered because of their gender, sexual orientation, race, religion, disability, or immigration status. We are committed to diversity, inclusion, and equity and to creating an environment where all members of the GW community feel safe, supported, and valued.

*For questions or feedback contact the Title IX office at [rmuhammad@gwu.edu](mailto:rmuhammad@gwu.edu)*