Who is a “Responsible Employee”?

Stanford University is an institution dedicated to the pursuit of excellence. Central to that institutional commitment is the principle of treating each community member fairly and with respect, and the creation of an environment free of sexual harassment and misconduct, intimidation, and exploitation.

Depending on your role at Stanford, you may be considered a “Responsible Employee” and are therefore required to report incidents of prohibited sexual conduct involving a Stanford student or other community member. Do not delay in reporting the matter to a University resource listed on pg. 2.

“Responsible Employees” include:

- ALL faculty
- Staff who are in a supervisory position (including staff who supervise student employees)
- Lecturers, instructors, TAs, coaches and advisors who have responsibility for teaching, advising, coaching or mentoring students
- All employees who work in the following student-facing units:
  - Residential Education
  - VPUE (Vice Provost for Undergraduate Education)
  - VPSA (Vice Provost for Student Affairs)
  - VPGE (Vice Provost for Graduate Education)

Helpful language for Responsible Employees:

_I can help you connect with services at the university that are here to support you. But first, I want you to make an informed choice about what you share with me. I am a RESPONSIBLE EMPLOYEE, which means that I am obligated to share, with the Title IX Office or other appropriate office, any information disclosed to me about:_

- sexual harassment
- sexual assault
- sexual misconduct
- relationship (dating or domestic) violence
- stalking

_I can also connect you with confidential resources (see pg. 2)_
Responsible Employees are not expected to, nor should they investigate or otherwise seek to determine what happened. Please err on the side of reporting concerns so that the University may respond promptly and provide support to the affected parties.

The following on-campus confidential resources are available free to eligible parties impacted by sexual harassment and other forms of sexual violence. If you do refer individuals to these confidential resources, you must also contact the Title IX or Sexual Harassment Policy Office to report what you know. This is to ensure that the affected parties are offered support in a timely manner.

### Confidential Resources

**Students:**
Confidential support and help accessing resources, short-term emotional support, and ongoing individual counseling.

**Faculty, Staff, Postdocs (including SLAC, SHC):**
Professional and confidential counseling about work-related or personal issues.

**Confidential Support Team (CST)**
Business line (650) 736-6933
24 Hour Hotline: (650) 725-9955
vaden.stanford.edu/sexual assault

**Faculty Staff Help Center**
(650) 723-4577
helpcenter@lists.stanford.edu
cardinalatwork.stanford.edu/faculty-staff-help-center

### Reporting Offices

**For all student-related concerns:**
Title IX Office
(650) 497-4955
titleix@stanford.edu
titleix.stanford.edu
https://sexualviolencesupport.stanford.edu

**For staff, postdoc or faculty concerns:**
Sexual Harassment Policy Office
(650) 724-2120
harass@stanford.edu
harass.stanford.edu

### University Policies

The following policies can be found in the Stanford University Administrative Guide at admin.guide.stanford.edu

- Section 1.7.1 Sexual Harassment
- Section 1.7.2 Consensual Sexual or Romantic Relationships
- Section 1.7.3 Prohibited Sexual Conduct
- Section 1.1.1 University Code of Conduct

Thank you for taking your role seriously as a Responsible Employee at Stanford and working to keep our community safe and supported.

(May 2018)