Faculty and Supervisor's Checklist

For responding to any concerns relating to sexual harassment, sexual misconduct, sexual assault, stalking, relationship (dating or domestic) violence, stalking, retaliation, and gender discrimination

**DO**

- Listen, show compassion
- Attend to any immediate safety needs
- Address confidentiality vs. privacy
- Clarify nature of concern
- For concerns involving students, notify the Title IX Office (even if you believe it was already reported)
- For concerns involving faculty or staff, report to a Sexual Harassment Adviser, the Sexual Harassment Policy Office, or Human Resources
- Explain what will happen next
- Inform them that harassment and retaliation are prohibited
- Connect reporting party to resources
- Check in and follow up with the impacted party/parties

**DON’T**

- Promise confidentiality
- Blame or judge
- Investigate and try to figure out what happened
- Overpromise results
- Share an individual’s private info with people who do not need to know

For concerns involving faculty, staff, post docs:  
**Sexual Harassment Policy Office**  
650-724-2120  
harass@stanford.edu  
equity.stanford.edu

**Faculty Staff Help Center**  
(Confidential Support Resources)  
650-723-4577  
helpcenter@lists.stanford.edu

For concerns involving students:  
**Title IX Office**  
650-497-4955  
titleix@stanford.edu

**Confidential Support Team (24/7)**  
Office: 650-736-6933  
24/7 Hotline: 650-725-9955  
sexualviolencesupport.stanford.edu

2018-2019