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, postdocs, faculty or staff, notify the Title IX Office (even if you believe it was already reported)
- 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

To report concerns involving students, faculty, staff and post docs:

**Title IX Office**
650-497-4955
titleix@stanford.edu

Confidential Faculty, Staff and Postdoc Resource:

**Faculty Staff Help Center**
Office: 650-723-4577
Email: helpcenter@lists.stanford.edu

Confidential Student Resource:

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

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