

## Title IX Responsible Employee - Primer



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[www.swarthmore.edu/title-ix](http://www.swarthmore.edu/title-ix) or [www.swarthmore.edu/share](http://www.swarthmore.edu/share)

### Responsible Employee Obligations:

All Swarthmore faculty and staff, other than those who have been designated as confidential, designated student employees, and volunteers who have responsibility for the welfare of students must consult with the Title IX Coordinator or a Deputy Title IX Coordinator upon a disclosure of an incident of sexual misconduct. The Title IX Coordinator (or Deputy) will reach out to the reporting party to offer resources and support. Please see “What To Do If A Student Discloses To You” on Page 2 for tips about responding.

### What Happens Once a Report is Received?

- Bindu (or sometimes a Deputy TIXC) will contact the student to offer to meet. This initial meeting will be used to provide options for support, accommodations, counseling, and reporting.
- This meeting is focused on the student’s well-being... NOT to push them into making any decisions about reporting or filing a formal complaint.
- The student DOES NOT have to go into details about the underlying incident if they choose not to discuss it at this time. This meeting is NOT an investigative interview.
- Information is provided and time is given for the student to ask questions about resources and processes.
- A support person can attend the meeting with the student.
- The student is under no obligation to meet with Bindu if they are not ready to and in that case (1) Bindu will send information about resources via email and (2) the offer for a meeting is available whenever the student wants.

### Confidential Resources:

- Hillary Grumbine, VPEA, 610-328-8538, [hgrumbi1@swarthmore.edu](mailto:hgrumbi1@swarthmore.edu)
- Josh Ellow, AOD Counselor, 610-957-6152, [jellow1@swarthmore.edu](mailto:jellow1@swarthmore.edu)
- CAPS, 610-328-7768, [caps@swarthmore.edu](mailto:caps@swarthmore.edu)
- Student Health & Wellness, 610-328-8058, [health@swarthmore.edu](mailto:health@swarthmore.edu)
- Religious advisors, 610-690-5744, [rsl@swarthmore.edu](mailto:rsl@swarthmore.edu)

### Additional Title IX Resources:

- Chelsey Eiel, Title IX project manager, 610-957-6409, [ceiel@swarthmore.edu](mailto:ceiel@swarthmore.edu)
- Val Gomez, deputy for athletics, 610-328-8222, [vgomez1@swarthmore.edu](mailto:vgomez1@swarthmore.edu)
- Rachel Head, deputy for students, 610) 328-8362, [rhead1@swarthmore.edu](mailto:rhead1@swarthmore.edu)
- Peter Baumann, deputy for faculty, 610-328.-8433, [pbauman1@swarthmore.edu](mailto:pbauman1@swarthmore.edu)

- Paula MacDonald, deputy for staff, (610) 690-5667,  
[pmacdon1@swarthmore.edu](mailto:pmacdon1@swarthmore.edu)

## What to do if a Student Discloses to You

1. **Listen, without judgment.** Listening is the single most important thing you can do. Avoid blaming the student for what occurred and asking questions that imply fault, such as “How much were you drinking?” or “Why didn’t you call the police?” Instead say something like, “I’m so sorry that this happened to you. Thank you for telling me.” Let the victim know that they are not to blame for what happened: “It’s not your fault.” Victims of sexual assault, sexual harassment, dating/domestic violence, and stalking are often met with disbelief when they decide to tell someone. ***Remember, you are not an investigator tasked with determining if this happened or who is responsible, but a confidant.***
2. **Mirror the language used by the student.** If the student does not call the incident an assault or rape, try to refrain from using such labels.
3. **Explain your role as a responsible employee and describe what that obligation entails.** Reports may either be made with the victim or after the victim has left your office, but please tell the student that you are required to share this information with the Title IX Coordinator. Reports should include all information that you were provided by the reporting party. ***A report to the Title IX Coordinator does not start the formal complaint process.***
4. **Refer the victim to resources** on campus and in the community that are specifically designed to deal with these issues. Resources can be found online at [www.swarthmore.edu/share](http://www.swarthmore.edu/share) or by calling the Title IX Coordinator.
5. **Support the student’s decisions** about how to proceed. Avoid giving advice or telling the victim what they “should” or “must” do. It is not helpful to push someone toward making a choice that they’re not ready for or don’t want to make. Sexual assault, sexual harassment, dating/domestic violence, and stalking are about someone else taking control of one’s life and body.
6. **Don’t be afraid to follow up with the student after the disclosure.** Letting students know that you take their disclosure seriously and that you care about their well-being can be extremely validating for a victim. For example, begin the conversation with “I was thinking about the conversation we had the other day. How are you doing?”
7. **Be sure to obtain information and support for yourself as a helper.** Being exposed to issues related to sexual assault, sexual harassment, dating/domestic violence, and stalking can be difficult. It is not uncommon for first responders to experience secondary/vicarious trauma, and it can be helpful to discuss your experiences or feelings with another professional.