

## APPENDIX B

### **Title IX and Sexual Harassment – Title VI and Non-Discrimination Responsible Employees: Guidance for Faculty, Administration and Professional Staff**

This document is intended to outline Princeton Seminary's policy regarding mandated reporting of concerning behaviors, discrimination, harassment and crimes by employees, students, and individuals providing services to and with the Seminary. The following explains briefly the meaning and purpose of “responsible employees,” and articulates a straightforward set of guidelines for all employees to follow.

#### **Responsible Employees: What and Why?**

The Seminary has defined all employees, both faculty and professional staff, as “responsible employees” with the exception of the Minister of the Chapel and the Director of Student Counseling who are deemed as “confidential outlets.”

- If a “responsible employee” learns about sexual harassment, discrimination or sexual assault, you are expected to promptly contact the campus Title IX/VI Coordinator, Victor Aloyo, Jr., or the Deputy Title IX/VI Coordinator, Catherine Davis. The information you share will be treated as confidentially as possible, but the Title IX/VI Coordinator may need to consult with other administrators; at times, the Title IX/VI Coordinator will need to take action in the interest of safety. In planning any response, the wishes of the complainant are given full consideration.
- All concerning and disruptive behaviors must be timely reported to the Title IX/VI Coordinator in person or by using the online [incident reporting form](#). Alternatively, the employee may call the Title IX/VI Coordinator and then follow-up by filing the form.
- According to the [Office of Civil Rights of the Department of Education](#) when reporting sexual harassment or discrimination or sexual assault, a Seminary's employee cannot omit personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, location, etc.).
- Subsequent to an initial report, campus officials may need additional information in order to fulfill the Seminary’s obligations under Title IX and Title VI. In taking these subsequent actions, the Seminary will always be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as possible, but no employee (other than the Office of Student Counseling and Minister of the Chapel) can or should promise confidentiality with the appropriate proviso as noted above.

#### **Guidance and FAQs**

##### **How should I respond to someone who comes to me with an account of sexual misconduct or discrimination?**

Feel free to call a [Title IX/VI coordinator](#) or a designated individual for assistance during the meeting, or in advance if you anticipate a disclosure. We can answer questions, identify options, and help the discussion go smoothly. For more information please refer to the [Title IX](#) or [Title VI](#) Policy & Procedures.

##### **How do I report the information?**

You should call or email a Title IX/VI coordinator as soon as possible to report the information confidentially. The list of Title IX coordinators is available at <http://titleix.ptsem.edu/whom-can-i-call/>. Victor Aloyo, Jr., the Seminary’s Title IX Coordinator, is available at [titleixcoordinator@ptsem.edu](mailto:titleixcoordinator@ptsem.edu) or at 609.688.1943.

### **What details do I need to provide?**

You must share whatever information has been shared with you, including the name(s) of any individuals involved, the details of the incident, and the complainant's wishes regarding next steps.

### **What kinds of sexual misconduct or discrimination do I need to report?**

You need to report any incident that might fall within Princeton Seminary's definition of sexual misconduct or anti-discrimination. For more details, see [Title IX and Sexual Harassment Policy and Procedures](#) and [Title VI Discrimination Policy](#). Please note: you do not need to be certain that an incident constitutes misconduct, nor that it is sufficiently serious to warrant action. You must make a report for anything that might. The Title IX coordinator will assess the information and determine the appropriate next steps.

### **Do I need to report if the information I hear is second-hand, a rumor, or vague? What if the offender or victim is not a member of our community? What if the incident took place away from campus or when school was not in session?**

Yes. When in doubt, report. Even partial information may be helpful, as we work to ensure that people have access to resources and that our community is safe.

### **What happens after I file a report?**

A [Title IX/VI coordinator](#) will assess the information you have provided, and take appropriate action. In all cases, the Title IX/VI coordinators will confer the information and proceed with a responsible plan of action. If your report includes names or other identifying details, a Title IX/VI coordinator will likely reach out to make sure that anyone who has experienced sexual misconduct or racial discrimination or any other form of discrimination has access to accommodations, support, and options for taking action. The Title IX/VI coordinator will not contact any individuals accused of committing sexual misconduct or racial discrimination or discrimination of any kind until a complaint has been filed or an investigation initiated.

### **Once I have filed my report with a Title IX/VI coordinator, do I have other responsibilities?**

No. Once you file a report, your reporting obligation is complete. You should preserve any notes you may have taken, or give them to the Title IX/VI coordinator.

### **Will the Title IX/VI coordinator update me on what happens?**

No. You may be involved in some of the next steps—helping to arrange an accommodation, for example, or speaking with a fact finder. It is understandable that you may wish to know more, but it is critical to protect the privacy of the parties involved and the confidentiality of Princeton Seminary's sexual misconduct and non-discrimination response system.

## **RESOURCES**

[Here's How We Respond](#)  
[Office of Civil Right - Facts & Questions](#)  
[Dear Colleague Letter – April 2015](#)