



# SEXUAL HARASSMENT & OTHER SEXUAL MISCONDUCT: Responding to Disclosures

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A Guide for Harvard University Faculty and Staff



As a Harvard University faculty or staff member, you may receive disclosures regarding concerns of sexual harassment or other sexual misconduct from students, postdocs, staff, or fellow faculty members. Unless you are identified by the University as a confidential resource, you are considered a Responsible Employee and must promptly notify a Title IX Resource Coordinator about possible sexual harassment and other sexual misconduct.

## Why is the Responsible Employee role important?

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- Ensures that individuals consistently receive accurate information about the resources and options available from a trained person in a position to assist them.
- Provides individuals with access to supportive measures to address any emerging or ongoing challenges.
- Enables the University to proactively address any community safety concerns, including patterns of possible sexual harassment or other sexual misconduct.

## What is Sexual Harassment?

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Sexual harassment is unwelcome conduct on the basis of sex, including sexual orientation and gender identity.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, graphic, or physical conduct of a sexual nature or based on sexual orientation or gender identity, that satisfies one or more of the following:

1. **quid pro quo** harassment: an employee of the University either explicitly or implicitly conditioning the provision of an aid, benefit, or services of the University, such as an individual's employment or academic standing on an individual's participation in unwelcome sexual conduct
2. **unwelcome conduct** determined by a reasonable person to be so **severe, pervasive, and objectively offensive** that it effectively denies a person equal access to the University's education or work programs or activities
3. **sexual assault, dating violence, domestic violence, and stalking** as defined by federal law

## What is Other Sexual Misconduct?

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Other sexual misconduct is unwelcome conduct on the basis of sex, including sexual orientation and gender identity. Other sexual misconduct includes unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, graphic, or physical conduct of a sexual nature or based on sexual orientation or gender identity, that satisfies one or both of the following:

1. **quid pro quo** harassment: an employee of the University either explicitly or implicitly conditioning the provision of an aid, benefit, or services of the University, such as an individual's employment or academic standing on an individual's participation in unwelcome sexual conduct
2. **unwelcome conduct** determined by a reasonable person to be so **severe, persistent, or pervasive** that it effectively denies a person access to the University's education or work programs or activities

*Remember: when in doubt, contact a Title IX Resource Coordinator or the University Title IX Office. Even partial information may be helpful as we work to ensure that people have access to resources and to keep our community safe.*

To see the full text of Harvard's policies and procedures addressing sexual harassment and other sexual misconduct, please visit [titleix.harvard.edu](https://titleix.harvard.edu).

# What to do if someone approaches you with a concern about sexual harassment or other sexual misconduct

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Title IX Resource Coordinators are available to assist you in navigating a disclosure.

## 1 Support the individual

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- Ask if there are safety concerns.
  - If yes, provide the individual with resources that offer immediate assistance:
    - **Harvard University Police Department (HUPD)** — (617) 495-1212
    - **Office of Sexual Assault Prevention & Response (OSAPR) 24-hour confidential hotline** — (617) 495-9100
    - **Boston Area Rape Crisis Center (BARCC) 24-hour hotline** — (800) 841-8371
    - **International SOS 24-hour global emergency response program** — +1 (617) 998-0000 (for concerns abroad)
- Inform the individual of your responsibility to share the information with a Title IX Resource Coordinator.
  - Emphasize that Title IX Resource Coordinators protect privacy and only share information on a strictly need-to-know basis, for example to implement supportive measures and/or to address an immediate or ongoing threat to the individual and/or the campus community.
  - Provide the individual with contact information for their local Title IX Resource Coordinator and the University Title IX Office.
- Ask for the individual's preferred email address and phone number where it is safe for the Title IX Resource Coordinator to contact them. You may also offer to accompany them to a meeting with the Title IX Resource Coordinator (or, if they prefer, with the University Title IX Office), or make the initial phone call together.
- Affirm that Harvard takes these issues very seriously, and that retaliation against anyone who raises an allegation under the Policy is prohibited.

## 2 Connect the individual with resources (see accompanying Resources page)

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- A good place to start: [titleix.harvard.edu/options](https://titleix.harvard.edu/options).
- Note that there are confidential resources available both on and off campus.

## 3 Contact a Title IX Resource Coordinator

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- Visit [titleix.harvard.edu/coordinators](https://titleix.harvard.edu/coordinators) for the full list of Title IX Resource Coordinators. You should call, email, or meet in person with a Title IX Resource Coordinator as soon as possible to share the information (which includes whatever has been shared with you, such as the name(s) of the individuals involved, the details of the incident(s), and the disclosing individual's goals for next steps).
  - If the individual is more comfortable connecting with the University Title IX Office, contact us at (617) 496-0200.
- Do not otherwise share any of the disclosed information (such as with your friends, colleagues, or peers).



### WHAT HAPPENS NEXT?

A Title IX Resource Coordinator will assess the information you have provided and will take appropriate action. You do not need to take further action, except: if you learn of new and/or related information, please follow up with the Title IX Resource Coordinator.

## Share Information on Need-to-Know Basis

### University Title IX Office

Smith Campus Center, Suite 901 • Cambridge, MA 02138  
[titleix@harvard.edu](mailto:titleix@harvard.edu) (617) 496-0200

### Title IX Resource Coordinators

Visit [titleix.harvard.edu/coordinators](https://titleix.harvard.edu/coordinators) for the full list of Title IX Resource Coordinators.

### Office for Dispute Resolution (ODR)

Smith Campus Center, Suite 901 • Cambridge, MA 02138  
[odr@harvard.edu](mailto:odr@harvard.edu) (617) 495-3786

### Harvard University Police Department (HUPD)

1033 Massachusetts Avenue, 6th Floor • Cambridge, MA 02138  
HUPD has two phone numbers to receive urgent calls:  
Cambridge (617) 495-1212  
Longwood Campus (617) 432-1212

### Office of Alcohol & Other Drug Services (AODS)

Smith Campus Center, Room 637 • Cambridge, MA 02138  
[aods@huhs.harvard.edu](mailto:aods@huhs.harvard.edu) (617) 496-0133  
Appointments: Monday-Friday 9:00 am – 5:00 pm

## Confidential & Privileged

### Harvard Chaplains

Smith Campus Center, Suite 730 • Cambridge, MA 02138  
[chaplains@harvard.edu](mailto:chaplains@harvard.edu) (617) 495-5529

### Harvard University Counseling & Mental Health Services (CAMHS)

CAMHS has three locations:  
Smith Campus Center, 4th Floor • (617) 495-2042  
Harvard Law School, Pound Hall • (617) 495-4414  
Longwood Campus, Vanderbilt Hall • (617) 432-1370

### Harvard Urgent Care

Smith Campus Center, 3rd Floor • Cambridge, MA 02138  
Hours: 8:00am - 10:00 pm, 7 days a week  
(617) 495-5711 • TTY: (800) 439-0183

### Employee Assistance Program (EAP)

(877) 327-4278 [kgaeap.personaladvantage.com/portal/landing](https://kgaeap.personaladvantage.com/portal/landing)

### Office of Sexual Assault Prevention & Response (OSAPR)\*

Smith Campus Center, Suite 624 • Cambridge, MA 02138  
[osapr@fas.harvard.edu](mailto:osapr@fas.harvard.edu) (617) 496-5636  
24-hour, confidential hotline: (617) 495-9100  
\*confidential and privileged when providing services as a sexual assault counselor, a domestic violence counselor, or under a clinical license

## Confidential

### Harvard College Office of BGLTQ Student Life

Grays Hall, Lower Level • Rear entrance, facing Wigglesworth  
Cambridge, MA 02138  
[bgl tq@fas.harvard.edu](mailto:bgl tq@fas.harvard.edu) (617) 496-5716

### University Disability Resources

Smith Campus Center, Suite 900 • Cambridge, MA 02138  
[disabilityservices@harvard.edu](mailto:disabilityservices@harvard.edu) (617) 495-1859

### Ombudsman Offices

University: 44R Brattle Street, 117-118 • Cambridge, MA 02138  
[university\\_ombudsman@harvard.edu](mailto:university_ombudsman@harvard.edu) (617) 495-7748  
Longwood: 164 Longwood Avenue • Boston, MA 02115  
[melissa\\_brodrick@hms.harvard.edu](mailto:melissa_brodrick@hms.harvard.edu) (617) 432-4041

## Local Community Resources\*

### Boston Area Rape Crisis Center (BARCC)

BARCC has two locations (with the same office numbers):  
99 Bishop Allen Drive • Cambridge, MA 02139  
989 Commonwealth Avenue • Boston, MA 02215  
(617) 492-8306 • TTY: (617) 492-6434  
24-hour hotline: (800) 841-8371 • TTY: (800) 439-2370

### Beth Israel Deaconess Medical Center

Center for Violence Prevention and Recovery • (617) 667-8141  
[bidmc.org/violenceprevention](http://bidmc.org/violenceprevention)

### Fenway Health

Fenway Health has three locations. Fenway's helplines provide help, information, referrals, and support for a range of issues including anti-LGBT harassment and violence.  
LGBT Helpline (for ages 25+)  
(617) 267-9001 • Toll-Free: (888) 340-4528  
Hours: Monday – Saturday 6:00pm – 11:00pm  
Peer Listening Line (for ages 25 & under)  
(617) 267-2535 • Toll-Free: (800) 399-PEER  
Hours: Monday – Saturday 5:00pm – 10:00pm  
Información en Español: (617) 927-6460

### Victim Rights Law Center

115 Broad Street, 3rd Floor • Boston, MA 02110  
Legal Assistance Intake Line: (617) 399-6720 ext.19

*\*If you are not local to Cambridge, Massachusetts or the Greater Boston area, please reach out to your Title IX Resource Coordinator for assistance identifying resources local to you (including resources abroad).*