



## ***A Guide for Faculty & Staff: Sexual Misconduct & Interpersonal Violence***

Naugatuck Valley is committed to maintaining a safe environment for all students and employees. All faculty and staff are considered “responsible employees” and are mandated reporters under Board Policy. Faculty and staff must share any **disclosed or reported\*** instance of sexual misconduct or interpersonal violence to the Title IX Coordinator.

\*A **disclosure** is a communication of an incident of sexual violence not accompanied with a request for an investigation or adjudication, although there may be a request for accommodations and referral to services. A **report** is a disclosure accompanied by an immediate request for an investigation and adjudication.

### ***What do I do if someone discloses or reports... Sexual Harassment, Sexual Assault, Stalking, Intimate Partner Violence, Domestic Violence, or Dating/Relationship Violence?***

**Take 3 Steps:**

**1) SHOW CONCERN:**

- Ask if the person is safe
- Listen and provide non-judgmental concern and support

**2) SHARE RESOURCES:**

- Resources are available on the website: [www.nv.edu](http://www.nv.edu)

**3) SEND FORM (on reverse side) to the Title IX Coordinator:**

- Explain you are a mandated reporter, meaning that you must share the disclosure or report to the Title IX Coordinator (using the form on the reverse side)
- Further action will be taken at the person’s request **or** if the safety of the person or others is at risk
- Fill out the Title IX Reporting Form (on reverse side) and send to the Title IX Coordinator (see below)
- Contact the Title IX Coordinator with any questions:  
**Jacque Swanson - Title IX Coordinator • 203-575-8043 • [jswanson@nv.edu](mailto:jswanson@nv.edu)**

<b><i>Sexual Misconduct Definitions</i></b>	<b><i>Interpersonal Violence Definitions</i></b>
<p><b><i>Sexual Harassment:</i></b> can include any unwelcomed sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment.</p> <p><b><i>Sexual Assault:</i></b> is compelling by force, or the threat of force, the following: 1) sexual penetration of the vagina or anus, including by finger or an object; 2) oral sex; 3) contact with a person’s genital area, groin, anus, inner thighs, buttocks, or breasts for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating the victim; 4) subjecting another to such sexual contact without consent.</p> <p><b><i>Stalking:</i></b> is defined as any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim’s classroom or workplace.</p>	<p><b><i>Intimate Partner Violence:</i></b> is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from 1) sexual assault; 2) sexual assault in a spousal or cohabiting relationship</p> <p><b><i>Domestic Violence</i></b> is an act between family or household members that includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.</li> <li>• Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.</li> <li>• Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.</li> </ul> <p><b><i>Dating/Relationship Violence:</i></b> Occurs when one intimate or romantic partner tries to maintain power and control over the other through words and actions that are physically or emotionally abusive. Dating Violence can take many forms including physical violence, coercion, threats, intimidation, isolation, and emotional, sexual or economic abuse.</p>



**Notification for Reporting Sexual Assault, Stalking, or Intimate Partner Violence Disclosure**

Date: \_\_\_\_\_

**From**

Faculty/Staff Member \_\_\_\_\_ Department \_\_\_\_\_ E-mail: \_\_\_\_\_

Student: \_\_\_\_\_ ID \_\_\_\_\_ E-mail: \_\_\_\_\_

**Complainant**

Name of Student or Employee \_\_\_\_\_ DOB or ID# \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(Identity will not be shared except in very limited circumstances)

**Expectation of Student/Employee:**

**Disclosure only:** Share information without a request for investigation and resolution.

**Filing a Report:** Investigation and action by College requested and should be completed within 60 days.

**Date of Report/Disclosure** \_\_\_\_\_

**General category of report/disclosure:**

- |  |  |
|--|--|
| <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Assault            |
| <input type="checkbox"/> Stalking          | <input type="checkbox"/> Intimate Partner Violence |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Dating Violence           |

**Resource materials provided to the Student/Employee**

- A Guide for Students: Sexual Misconduct & Interpersonal Violence
- Sexual Assault Resource Team Flyer (S.A.R.T.)
- Other \_\_\_\_\_

(Materials available at) [www.nv.edu](http://www.nv.edu)

**Please deliver, marked confidential via e-mail or hand delivered to:**

Jacquie Swanson  
Title IX Coordinator-Room K704  
(203) 575-8043, [jswanson@nv.edu](mailto:jswanson@nv.edu)