

# Mandatory Reporting:

## What Faculty and Staff Need to Know When Students Disclose

*Sexual misconduct, domestic or dating violence or misconduct, stalking, discrimination, harassment, or related retaliation*

### All staff and faculty members are mandatory reporters.

You are required to report to a member of the Title IX team any information you have that suggests that a student may have experienced sexual misconduct (including sexual assault), dating or domestic violence or misconduct, stalking, discrimination, harassment, or related retaliation.

#### Before Disclosure

- It is very likely that some of the students you work with are survivors of sexual violence.
- If your work with students may engage any of these topics, consider reaching out to a member of the Title IX team for help anticipating and responding to possible student reactions.
- Faculty may consider including a syllabus statement about your obligation to report to the Title IX team. See the sample statement on the reverse side of this guide.

#### During Disclosure

- Try to gently interrupt before they continue in order to remind them of your reporting obligations (see "Finding the Right Words").
- Be clear that they can still talk to you, but that you want them to be able to make an informed decision before they continue.
- If they want to continue, listen and provide nonjudgmental emotional support. Avoid telling them what they should do, labeling their experience, or asking for more details.
- Listen with care, and offer to help them connect with resources that can assist them (see reverse).

#### After Disclosure

- Contact any member of the Title IX team right away (see reverse for contact information). They will request as much detail as you can recall, all of which will help them respond appropriately to the student.
- **Remember:** you only need to provide the details that were shared with you; there is no need to ask follow-up questions of the student.

### Finding the Right Words: Sample Language

If you think a student is about to disclose, or if they have already disclosed without knowing that you are obligated to report:

- May I interrupt you for a moment? It sounds like you're about to share some personal information with me, and I want to provide some important information before you do.
- I want to make sure you know that when I hear anything that suggests that a student has experienced sexual assault/dating violence/stalking, harassment, discrimination, or related retaliation, I'm required to share it with a member of Middlebury's Title IX team, who will ensure that the student gets information about their rights, choices, and available resources.
- If you feel comfortable talking with me, I will listen and do whatever I can to help, but it's important to me to be transparent with you about my responsibility to share what I know with the Title IX team.
- If you would prefer to talk with a confidential resource who is not obligated to contact the Title IX team, like a counselor, a MiddSafe advocate, or another confidential resource, I can help you connect with one.
- I know that was a lot of information, but I want to support your ability to make informed choices. Can I clarify any of the information I just shared with you? What feels like the best way to proceed?

#### After a student has disclosed:

- I am so sorry, and I'm really glad that you shared this with me.
- As we discussed, I will contact a member of the Title IX team, and you will likely get an email from that person providing you with more information and inviting you to meet in person so they can see what your needs are, make sure you're aware of your rights and available resources and accommodations, and see how they can help.
- In the meantime, what are you feeling like you need the most right now? How can I help?
- Let's see if I can help you connect with the right resources.

# Campus Contact Information and Resources

## Title IX Team (nonconfidential)

### CIVIL RIGHTS AND TITLE IX COORDINATOR

Marti McCaleb  
x2147  
mmccaleb@middlebury.edu

### HUMAN RELATIONS OFFICERS

Eric López  
x3324  
el@middlebury.edu

Thaddeus Watulak  
x5741  
twatulak@middlebury.edu

All of these staff members can receive reports and can provide you with information and support specific to your role as the reporter. For more information about available resources and support, please visit [go/sexualviolenceinfo](https://go.middlebury.edu/sexualviolenceinfo).

## Confidential Resources

### ADVOCACY, INFORMATION, AND SUPPORT

- MiddSafe (802-377-0239): Phone-based and in-person information and support
- MiddSafe Online Advocate (interactive website): [go/onlineadvocate](https://go.middlebury.edu/onlineadvocate)
- WomenSafe (1-800-388-4205): 24/7 hotline, information and support for all people across the gender spectrum who experience sexual or interpersonal violence, stalking, or abuse

### MEDICAL CARE

- College Health Services (802-443-5135): trauma-informed medical care, SANE exams, pregnancy and STI testing/treatment
- Porter Medical Center (802-388-4701): comprehensive trauma-informed medical care, SANE exams, STI testing/treatment, and injury triage

### COUNSELING

- College Counseling Service (802-443-5141): emotional support, information, assistance
- Counseling Service of Addison County (802-388-6025): 24-hour emergency mental health services

### CLERGY

- Scott Center for Spiritual and Religious Life (802-443-5626): emotional and spiritual support for all faiths, information, assistance

## Nonconfidential Resources

### EMERGENCY/NONEMERGENCY SAFETY CONCERNS

- Dial 911 or contact Public Safety (x5911). Public Safety is available 24/7 to address safety concerns, connect students with medical or counseling resources, take reports, and address emergent situations.

### FILING A COMPLAINT WITH MIDDLEBURY OR WITH LAW ENFORCEMENT

- Any member of the Title IX team can provide information about pursuing complaints on or off campus and about student rights and resources for filing complaints; and can facilitate on-campus complaint investigation.

### EXPLORING ACCOMMODATIONS AND RESOURCES WITHOUT FILING A COMPLAINT

- Any member of the Title IX team and Commons deans can provide information about and arrange for accommodations, including No Contact Orders, residential and academic accommodations, etc.

## Sample Syllabus Language

### A note about disclosing personal information:

As a faculty member and a member of the Middlebury community, I am committed to the safety of all students. If I learn of any potential violation of our Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, and Stalking ('SMDVS Policy') or our Anti-Harassment/Discrimination Policy, I am required to notify a member of Middlebury's Title IX team. This ensures that the student receives timely care and information about their rights, their choices, and available resources for support. Students who would like to speak with a confidential resource who does not have an obligation to report can contact MiddSafe, the Parton Center for Health and Wellness, WomenSafe (serving individuals of all gender identities), or campus or local clergy and medical professionals. For more information, see [go/sexualviolenceinfo](https://go.middlebury.edu/sexualviolenceinfo).

*If you have any questions or concerns about any matter relating to students and any of these areas, please contact any member of the Title IX team. Thank you for your important role in helping Middlebury support our students.*