

You have options.
Northwestern can help.

**Resource Guide
on Title IX
Sexual Harassment
2022–23**

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Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, equity@northwestern.edu.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

Northwestern University is committed to fostering an environment in which all members of our campus community are free from sexual misconduct of any form.

Title IX sexual harassment may include

Quid pro quo sexual harassment: an employee conditioning the provision of an aid, bene

If you believe that you have experienced Title IX sexual harassment, you have options.

Your options

- Speak with a confidential resource about your options, on or off campus. See page 11 for a list of Northwestern confidential resources.
 - Seek medical attention to treat any injuries, test for sexually transmitted infections, obtain emergency contraception (if needed), and/or perform a rape evidence collection procedure. A medical forensic exam can be performed up to seven days after an incident but is most effective if performed sooner. See page 13 for contact information.
 - Contact the police to file a report. See page 13 for contact information.
 - Contact the Title IX Coordinator or a Deputy Title IX Coordinator to report the incident to Northwestern, request any supportive measures, and explore resolution options (investigation, educational response, or restorative resolution). See page 12 for contact information.
 - Preserve any physical evidence you have in case you decide to report the incident at a later date.
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Preserving evidence

Northwestern encourages individuals who have experienced Title IX sexual harassment to preserve evidence to the greatest extent possible as this will preserve more options for them in the future. Some suggestions include the following:

- Preserve evidence of electronic communications, such as text messages, pictures, and/or social media posts, by saving them and/or taking screenshots.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or police as soon as possible so they can collect evidence (e.g., from the drink, through urine or blood sample).
- Because evidence that may be located on the body can dissipate quickly, consider going to a hospital or medical facility immediately to seek a medical exam. If possible, do not shower, brush teeth, use the bathroom, or eat before going to the hospital or seeking medical attention. Do not wash clothes or bedding.

Northwestern can help you

- Connect with on-campus and off-campus resources—including medical, counseling, immigration, student financial aid, and legal resources.
- File a police report or a complaint with the University or both.
- Request measures such as no-contact directives from the University, protective orders from a court, or housing, academic, working, or transportation accommodations.

Supportive measures

Supportive measures are nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may include:

- academic assistance
- housing or workspace relocation
- dining arrangements
- time off from class or work
- student financial aid arrangements
- transportation arrangements
- no-contact directives
- safety planning

Contact the Title IX Coordinator to request supportive measures (see page 12). Such measures will be kept confidential to the extent possible.

About reporting

You may choose whether to report Title IX sexual harassment to Northwestern, file a formal complaint with Northwestern, and/or report to law enforcement.

Title IX sexual harassment investigations can occur at the same time as police investigations.

Northwestern can help you file a police report.

Reporting to police does not obligate you to testify in court.

To encourage reporting, an individual who makes a good-faith report of Title IX sexual harassment that was directed at them or another person will **not** be subject to disciplinary action by the University for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the University determines that the violation was serious and/or placed the health or safety of others at risk.

There is no time limit for reporting an incident. Reports should be made as soon as possible, as the passing of time makes a review of the evidence more difficult and the memories of involved parties may become less reliable.

Reporting options

You may report an incident to Northwestern and request supportive measures by contacting the Title IX Coordinator. See page 12 for contact information.

You may also report Title IX sexual harassment electronically:

Sexual Misconduct Reporting Form

bit.ly/NUReportSexualMisconduct

You may also file an anonymous report:

EthicsPoint


866-294-3545

northwestern.edu/ethics

While anonymous reports are accepted and will be reviewed, Northwestern's ability to address alleged sexual misconduct reported by anonymous sources is significantly limited. You may report an incident to law enforcement and request a police investigation. See page 13 for Northwestern, Evanston, and Chicago police contact information.

Filing a formal complaint

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment against a respondent and requesting that Northwestern investigate the allegation of Title IX sexual harassment. In order for Northwestern to proceed to an investigation, at the time of filing a formal complaint, a complainant must be participating in or attempting to participate in Northwestern's education programs or activities. A complainant may file a formal complaint with the



Office of Equity by using the complaint form available at bit.ly/NUFormalTitleIXComplaint or by contacting the Title IX Coordinator in person, by regular mail, or by email. Contact information for the Title IX Coordinator is listed on page 12.

Privacy

Northwestern handles Title IX sexual harassment reports discreetly, with information

Title IX sexual harassment complaint investigation and resolution

Northwestern typically investigates complaints by meeting with the complainant, respondent, and witnesses and reviewing relevant evidence. Investigations are usually conducted by staff from the Office of Equity, who are trained in handling Title IX sexual harassment matters. Following the investigation, a decision maker will hold a hearing to determine whether a policy violation occurred. The University uses the preponderance of the evidence standard, which means that if the evidence shows that it is more likely than not that Title IX sexual harassment occurred, the respondent will be found responsible.

See pages 8–9 for a flowchart of the Title IX sexual harassment complaint resolution process.

Violations of the Interim Policy on Title IX Sexual Harassment may result in sanctions and corrective actions. These actions may include required training or counseling, warn-

Timeline

Though the University strives to resolve all cases in a prompt and timely manner, the timeline varies based on the circumstances of the case. Additionally, the timeline for a case may be affected by breaks in the academic calendar, availability of the parties and witnesses (including due to leave of absence), scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. The parties will be periodically updated on the status of their case. In cases where there is a simultaneous law enforcement investigation, the University may need to temporarily delay its investigation while law enforcement gathers evidence. However, the University will generally proceed with its investigation and resolution of a complaint during any law enforcement investigation. Information on the specific time frames for the complaint resolution process can be found in Section III of the Interim Policy on Title IX Sexual Harassment.

Truthfulness

Overview of the Title IX sexual harassment complaint resolution process



The decision maker holds a prehearing conference with the parties to discuss the hearing procedures. Following the prehearing conference, notices of attendance are sent to any witnesses who are University employees or students, advising them of the date and time of the hearing.

For student respondents: In the event a policy violation is found, the decision maker will consult with a UHAS sanctioning panel comprising three faculty or staff members.

For staff respondents: In the event a policy violation is found, the decision maker will consult the HR business partner and the respondent's manager or unit leader.

For faculty respondents: In the event a policy violation is found, the decision maker will consult with a faculty sanctioning panel.

The decision maker issues a written determination regarding responsibility. In matters where a respondent has been found responsible, the determination will include any sanctions imposed on the respondent and any remedies provided to the complainant. This written decision will include information on the appeal procedure.

Any party may appeal a finding or sanction. Information on how to appeal is included in the written determination provided to the parties and can be found in Section III(I) of the Interim Policy on Title IX Sexual Harassment.

This flowchart is intended to provide a general overview. A full explanation of the Title IX sexual harassment complaint resolution process can be found in the policy available at the URL below.

How to help someone who tells you about an incident of sexual misconduct

Individuals who have experienced sexual misconduct often respond in a variety of ways, including anger, sadness, confusion, or withdrawal.

Listen: Give the survivor your complete attention. Try not to interrupt or discuss your personal history.

Support: Survivors are often met with skepticism or disbelief. Offering nonjudgmental support and acknowledging the feelings of the survivor can help create a safe space for them to process the next steps.

Refer: You do not have to have all of the answers, and it is not your responsibility to fix the problem or determine what occurred. An important part of being helpful to a survivor is providing them with information about options and resources. Please refer survivors to the confidential resources and other options in this brochure.

If required under the Reporting Obligation section on page 5, be sure to report to the Office of Equity through the online form at bit.ly/NUReportSexualMisconduct.

Do

Tell the survivor: This was not your fault. You have options.

Give the survivor options:

- to sit or stand
- to share or be silent
- to call confidential resources or to have you facilitate the connection

Say that the survivor is not alone.

Tell the survivor that resources are available to help.

Take care of yourself. Get support if you need it.

Don't

Say that you know what the survivor is going through.

Ask questions that suggest blame, such as “Why were you drinking?” or “Why didn’t you get help sooner?”

Question whether the survivor is telling the truth.

Touch the survivor in any way without permission.

Panic. Take a deep breath and focus on the survivor.

Title IX Coordinator (to report concerns to Northwestern)

Jessica Galanos, Interim Title IX Coordinator

847-467-6165

jessica.galanos@northwestern.edu

Emergency resources

Northwestern University Police Department

(has officers who are specially trained
to work with victims of sexual violence)
847-491-3456 (Evanston)
312-503-3456 (Chicago)
northwestern.edu/up

Evanston Police

911 or 847-866-5000
cityofevanston.org/police

Chicago Police

911 or 312-744-4000
home.chicagopolice.org

Medical resources

Northwestern University Health Service

847-491-RS-(-491)40.1 (-)RS-(-491)40.1 (-)RMe813403-3456 (Chicago)

**Office of Equity
Northwestern University**

Equity, inclusion, accessibility, and accountability.