

Employee Quick Reference Guide: Responding to Reports of Sexual Harassment

If someone discloses sexual harassment to you:

Listen and Support

- Thank them for sharing with you.
- Pay attention to immediate safety concerns.
- Listen without judgment.

Inform Them About Your Role

- Avoid promises of confidentiality — explain that you are a mandatory reporter and need to report to the Title IX Office.
- Reassure them: reporting ensures resources and support for them.

Connect to Resources

- In an emergency, call 911, police, or Public Safety (954) 262-8999
- Title IX Office: titleix@nova.edu | (954) 262-7858
- Center for Counseling & Well-Being: (954) 262-7050
- Employee Assistance Program (for staff/faculty): (800) 272-7255

Report to Title IX

- Note the key information shared with you: who, what, when, and where (avoid detailed questioning).
- Report to the Title IX Office via the website:- <https://www.nova.edu/title-ix/>.

Follow Up

- Encourage the individual to connect with Title IX directly.
- Check back in to show continued support (while respecting privacy).

Key Reminders

- ✓ *You are a mandatory reporter.*
- ✓ *Do not investigate or attempt to resolve the complaint yourself.*
- ✓ *Share information only with Title IX/authorized personnel.*
- ✓ *Support the individual with compassion and resources.*



Visit **NSU Title IX Resources for Faculty** - <https://www.nova.edu/title-ix/resources/faculty.html>