New Administrator Orientation: Responding to RVSM Incidents

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What to Report

Incidents of Relationship Violence and Sexual Misconduct
• Sexual harassment
• Sexual violence
• Sexual misconduct
• Stalking
• Relationship violence

That are observed or learned about in your professional capacity and
• Involve a member of the university community or
• Occurred at a university-sponsored event or on university property
• Incidents of harassment and discrimination as outlined in the Anti-Discrimination Policy

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How to Report

1. Complete online report at www.oie.msu.edu

2. Call
   - MSU Police at (517) 355-2221 and
   - OIE at (517) 353-3922
How should I respond to a disclosure?

- Listen and offer help and support
- Encourage seeking medical attention and access confidential support resources
- Explain what happens when a mandatory report is submitted
- Availability of accommodations during the process
- Respect privacy
- Don’t alter or remove claimant from environment

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What is my role during an investigation? 1/2

- Assess if there are any other policy violations, which need to be addressed through AHR.
- Work with OIE and AHR to identify and implement interim and protective measures.
- Assess the environment to determine if there are adjustments that need to be made and partner with AHR/OIE to discuss.
- Identify if any affiliated entities need to be notified and discuss with AHR/OGC.
What is my role during an investigation? 2/2

• Monitor the environment to ensure there is no ongoing harassment, discrimination, or retaliation
• Report any concerns of ongoing harassment or retaliation
• Continue to provide referrals to resources as needed
• Provide targeted or unit-wide training
• Foster productive, inclusive work environment

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What happens if there is a violation of the RVSMP?

• OIE refers matter to HR/AHR for appropriate disciplinary action
• If you haven’t already done so, assess for other policy violations
• Monitor the environment
• Targeted or broad-based training/education
• Revisions to policies or procedures
What happens if there is no investigation?

- Administrative resolution through OIE
- Assess if there are any other policy violations, which need to be addressed through HR.
- Monitor the environment
- Targeted or broad-based training/education
- Revisions to policies or procedures
Resources – Visual/Material Supports

- Sample Syllabus Statement
- Mandatory Reporting Guide
- Responding to Disclosures Pocket Guide
- It’s On Us Card
- It’s On Us Posters

http://titleix.msu.edu/policy-info/mandatory-reporting.html
Resources – Leadership Supports

• Unit/office culture and leadership programs
  • Organizational Development – Human Resources
  • Faculty Ethics and Grievance Office
  • Academic Human Resources

• Coaching/consultation regarding policies
  • Office of Institutional Equity
  • Academic Human Resources/Human Resources

• WorkLife/AAN Programs:
  • Community Reflect and Connect Sessions
  • Difficult Dialogues Facilitator Training

February 22, 2018
Questions?