

## *Sexual Harassment Resources*

•**Office of Sexual Assault Prevention and Response (OSAPR)** - Confidential

24-hr Hotline: 617-495-9100

Office: (617) 496-5636 – osapr.harvard.edu

•**Counseling and Mental Health Services**

Confidential - Urgent 24-hr: (617) 495-5711

•**Harvard University Chaplains** Confidential

(617) 495-5529—chaplains.harvard.edu

•**University Ombuds Office**

Confidential (617) 495-7748

•**Sexual Harassment/Assault Resources and Education (SHARE)** share.harvard.edu

•**University Title IX Officer**

titleix.harvard.edu - (617) 495-4134

•**Office for Dispute Resolution (ODR)**

(617) 495-3786

•**Harvard University Police Department**

Urgent: (617) 495-1212

Longwood: (617) 432-1212

Business: (617) 495-1215

•**Bureau of Study Counsel** - Confidential & for College & GSAS students

(617) 495-2581 bsc.harvard.edu

•**Response** - Confidential & for College students

(617) 495-9600 (8pm-8am)

osapr.harvard.edu/pages/response

•**Harvard College Office of BGLTQ Student Life**

- Confidential & for College students (617) 496-5716

### **Community Resources**

Boston Area Rape Crisis Center (BARCC)  
(800) 841-8371

Fenway Health (800) 834-3242  
(BGLTQ-Focused Services)

## **What Are the Best Practices for Talking About It?**

- Focus on their feelings and concerns instead of the details of what happened.
- Offer choices, but don't push them to make a decision.
- Use their words, allowing them to define their own experience.
- Avoid "Why" questions that could be misinterpreted as judgments about their behavior.
- Only make promises you can keep.
- If you don't know the answer, it's best to say "I'm not sure, let me find out."
- It's ok to say "This isn't something I'm good at, but there are people at Harvard who are."

### **Why would someone want to make a confidential disclosure?**

- **If they need medical advocacy or legal accompaniment.**
- **If they are unsure about how to classify what happened or what steps they want to take.**
- **If they know they do not want to make a formal report, but are in need of support.**



**HARVARD UNIVERSITY**  
Faculty of Arts and Sciences  
Office of Faculty Affairs

## **Doing Your P.A.R.T.** How to Respond to Disclosures of Sexual Harassment and Assault

### **INFORMATION FOR FAS FACULTY & RESEARCHERS**

- **What are my responsibilities?**
- **How do I know if something violates the sexual harassment policy?**
- **How do I explain what happens when a Title IX Coordinator gets involved?**
- **Why would someone want to make a confidential disclosure?**
- **What are the best practices for talking about it?**
- **Do your P.A.R.T.**
- **Sexual harassment resources**

### ***FAS Faculty Title IX Coordinators***

Seth Avakian, Program Officer for Title IX and Professional Conduct  
avakian@fas.harvard.edu (617) 495-9583

Johannah Park, Appointments Administrator and Sexual Harassment Officer  
jkpark@fas.harvard.edu (617) 495-9892

Kwok Yu, Associate Dean for Faculty Affairs  
kwok\_yu@harvard.edu (617) 495-7483

## How do I explain what happens when a FAS Title IX Coordinator gets involved?

The University Title IX Officer and FAS Title IX Coordinators make sure that you have access to resources and help you understand the policy and your options. Reaching out to them is not the same as filing a complaint. It does not automatically launch an investigation, and you are not obligated to share any information if you don't want to.

FAS Title IX Coordinators:

- Discuss and, when appropriate, implement interim measures. Interim measures help community members continue with their education, research, and participation in all aspects of university life at Harvard. Interim measures include restrictions on contact, course-schedule alteration, and increased monitoring of certain areas of campus.
- Explain the sexual harassment policy and procedures, including how to file a formal complaint or request an informal resolution.
- Discuss options, including university-based support services and community-based services.

Sometimes people want help handling a problematic situation on their own, before it becomes something they would make a formal complaint about. FAS Title IX Coordinators are available to suggest strategies and techniques for confronting and stopping harassing language and behavior in a way that feels right to you.

While Title IX Coordinators handle information with utmost sensitivity, maintaining as much privacy as possible, they may need to share information with those who have a need to know.

## What Are My Responsibilities?

As an Officer of the University, you are responsible for contacting a Title IX Coordinator when you become aware of a potential violation of the Sexual Harassment Policy.

### Why?

It is important that those seeking your assistance are fully informed of their options and resources. In addition, Title IX Coordinators need this information to identify and address patterns of harassment.

### What if my best friend tells me something in confidence?

If someone approaches you in your capacity as a close personal friend, and not in your capacity as a representative of the University, the FAS may not require you to tell a Title IX Coordinator. If you are unsure if you have a responsibility to report, contact a Title IX Coordinator to discuss the issue.

## How do I know if something violates policy?

University officers cannot decide for themselves whether a problematic situation or an incident violates the sexual harassment policy. If you think that something *might potentially* constitute a violation, contact a Title IX Coordinator to discuss the issue. You do not need to identify the parties involved during the initial conversation as you and the Title IX Coordinator work together to determine whether the situation warrants notification.

## Do Your P.A.R.T.

**1. Privacy-** If possible, delicately remind them that you are not a confidential resource before information is disclosed. Reinforce that you are concerned for their well-being, you want to provide assistance, and their privacy is still a priority. However, you wouldn't want them to share something with the expectation of confidentiality. Should they wish to maintain confidentiality, direct them to appropriate resources such as OSAPR. (see *Confidential Resources*)

**2. Appreciate-** This is a vital moment. It may be someone's first time telling someone about this issue. You may want to use language that supports the student while avoiding judgment:

- "Thank you for telling me that, I appreciate you sharing something so difficult."
- "The University takes this seriously, and so do I."
- "I'm sorry you're going through this."

**3. Responsibility-** You have a responsibility to consult with a Title IX Coordinator. "I am going to let the Title IX Coordinator know we talked so we can make sure you have access to resources. This doesn't mean you're filing a complaint. It doesn't launch an investigation and you are not obligated to share any information if you don't want to. If you'd prefer I can talk to the Title IX Coordinator for you or with you."

**4. Tell Someone-** Agree on a plan to connect to a Title IX Coordinator, and if they wish, OSAPR/ other resources. Ask if they want you to follow up with them later, and if so, how they would like you to contact them.