



## Categories of Employees Reporting Responsibilities under Title IX

---

All involved parties have many options, including seeking counseling or assistance from a Confidential Resource, making a report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Individuals are encouraged to seek assistance and to explore all potential reporting and support options.

Please note that faculty and staff members on campus have different roles and responsibilities for reporting information should a student disclose any prohibit conduct under this policy. It is important to understand the different responsibilities of Bentley's employees. Every employee is designated as either a Confidential Employee, a Responsible Employee, and all Other Employees.

**Confidential Employees:** This is an employee who may talk to an individual in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees (e.g., physicians, nurses, professional counselors, clergy) will not trigger an investigation into an incident against the individual's wishes. If a disclosure is made to a Confidential Resource, that employee will only share non-identifiable information with the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity or Deputy Coordinator. (*i.e. 1 count of Sexual Assault, on-campus, residence hall, month of September*). Confidential Resources may be deemed as confidential through their professional licensure (i.e. physicians) or through this policy. Professional Staff within Community Wellbeing and Health Promotion and the Ombudsperson are deemed as Confidential Employees under this policy.

**Responsible Employees:** Include faculty and staff, who are required to notify the Office of Institutional Equity team when an incident of sexual violence, misconduct, gender-based harassment, discrimination and/or retaliation is reported to them, especially if there is cause for fear of a person's safety. The disclosure includes the identities of both the Complainant and Respondent (if known) to the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity. A report to responsible employees constitutes a report to Bentley and obligates the University to respond to the incident and take appropriate steps to address the situation. When a responsible employee receives a disclosure and notifies the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity, the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity or Deputy Coordinator will reach out to the Complainant to provide immediate resources and information, as well as an offer to meet to discuss options further. A community member will never be forced to speak with the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity or Deputy Coordinator until, and if, they would like to.

**All Other Employees:** Include faculty members and other Bentley staff employees who do not fall under the categories of Confidential Employees or Responsible Employees. While these employees do not have any expectation to keep shared concerns confidential and are not required to report those concerns, the University encourages them to assist an individual who shares concerns. Individuals may seek advice from any other these employees on campus after an incident occurs. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk with them.

This policy is intended to make members of the community aware of the various reporting and confidential disclosure options available to them. Ideally, this information will inform individuals so they can make deliberate choices about where to turn should they experience sexual misconduct, gender-based harassment, discrimination, and/or retaliation. Bentley encourages impacted parties to talk to someone identified in one or more of these groups.

**Supportive Measures** One way in which Bentley will support those who bring forward claims of sexual misconduct, sex-or gender-based discrimination, harassment, and retaliation is to offer individualized supportive measures,

---

without any fee or charge. Supportive measures are non-disciplinary, non-punitive personalized services offered to parties. The goal of supportive measures is to provide support to remedy the impact of the alleged misconduct, preserve equal access to education, and protect safety. Supportive measures are available with or without the filing of a formal complaint.

Examples of supportive measures include:

- Implement contact limitations (“University No Contact Orders”) to all parties involved
- Changes in housing assignment or room combination
- Assistance from support staff or Academic support services
- Help in rescheduling exams; extensions of a deadline; and other course-or program-related adjustments
- Limiting access to University facilities and activities pending resolution of the matter
- Change in class schedule, withdrawal, or leave of absence
- Change in work schedule or job assignment
- Arrangements for counseling, medical, and/or other health services
- Safety planning both on and off-campus
- Providing campus security escorts
- Provide transportation accommodations
- Increased security and monitoring of certain areas of the campus
- Guided conversations to confront behavior
- Action planning to resolve a conflict in the future

These are just some examples of the supportive measures that the University may take to support individuals involved in an incident of sexual misconduct, sex-or gender-based discrimination, harassment, and retaliation. As each individual will have their own needs and requests, the University is committed to tailoring supportive measures to the specifics of each incident, in a fair and equitable manner (without unreasonably burdening the other party). Individuals seeking to access supportive measures can contact the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity or the Deputy Title IX Coordinator. The decision to impose supportive measures is made at the discretion of the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity. The University will also enforce any orders that are issued by the Courts of the Commonwealth of Massachusetts.

### Reporting Confidentially

If you are an employee seeking support but want to maintain confidentiality, the best on-campus resources for you includes speaking with the Ombudsperson as a Confidential resource. If you are a student seeking support but want to maintain confidentiality, the best on-campus resources for you include speaking with Confidential resources within the Health Center, the Counseling Center, Community Wellbeing and Health Promotion, and the Spiritual Life staff. All of these resources are included in the cost of attendance for students, and the clinicians in the Health Center and Counseling Center staff can be seen on an emergency basis. You may consider a confidential option if you:

- Would like to know about support and assistance but are not sure if you want to pursue formal action against the individual;
- Have questions or would like to process what happened with someone without involving police or Title IX procedures/Gender-Based Harassment and Discrimination procedures; and/or
- Do not want the Respondent (i.e., alleged violator) to know that you are seeking help or support

Please be aware that confidential resources have some obligations to report, **notably when the individual is in imminent danger or posing imminent danger to others**. There are also obligations to report situations

## Categories of Employees Reporting Responsibilities under Title IX

involving the abuse of a minor. For additional information, please see section IV: Confidentiality, Privacy, and Reporting Responsibilities of Bentley Employees beginning on page 11 of this policy.

### Confidential Resources by Office:

*If a disclosure is made to a Confidential Resource, that employee will only share non-identifiable information with the Title IX Coordinator/Director of Equal Opportunity & Institutional Equity or Deputy Coordinator.  
(i.e. 1 count of Sexual Assault, on-campus, residence hall, month of September)*

On-Campus:	Off-Campus:	Available to:
Counseling Center (781-891-2274)	REACH Beyond Domestic Violence (24/7 Hotline: 1-800-899-4000) *Satellite office located in Waltham	<b>Full Bentley community: All students, faculty, staff</b>
Health Center (781-891-2222)		
Community Wellbeing and Health Promotion (781-891-2600)	Boston Area Rape Crisis Center (BARCC) (24/7 Hotline: 1-800-841-8371 Office Phone: 617-492-8306) *Satellite office located in Waltham	
Spiritual Life (781-891-2418)		
University Ombudsperson (781-891-3102)		

### On-Campus Confidential resources by name:

First Name	Last Name	Department
Michelle	Bowdler	Associate Dean: Health, Wellness, Counseling
Jessica	Greher-Traue	Community Wellbeing and Health Promotion
Mallory	Loggins	Community Wellbeing and Health Promotion
LaNisha	Allen	Counseling Center
Andrew	Dole	Counseling Center
Matthew	Eisner	Counseling Center
Hope	Forbes	Counseling Center
Peter	Forkner	Counseling Center
Alexander	Lemiszki	Counseling Center
Linda	MacDougall	Counseling Center
Geoffrey	Rowe	Counseling Center
Meghan	Van Keuren	Counseling Center
Nora	Basile	Health Center
Jacqueline	Burgoyne	Health Center
Sharon	Donato	Health Center
Ashley	Greco	Health Center
Anne	Herzog-Rousseau	Health Center
Dianna	Jones	Health Center
Kimberly	Kerrigan	Health Center
Julia	Matthews	Health Center
Tara	McCauley	Health Center
Deborah	Melchiorri	Health Center
Peter	Bellefeuille	Health Center
Edward	Brown	Spiritual Life Center
Jeffrey	Foust	Spiritual Life Center
Ian	Mevorach	Spiritual Life Center
Robin	Olson	Spiritual Life Center
Jessica	Teperow	Sexual Assault Resource & Advocacy Initiative
Eliane	Markoff	Office of the President



## Categories of Employees Reporting Responsibilities under Title IX

**All employees within the following offices are considered Responsible Employees:**

*Responsible Employees are individuals who are required to notify the **Title IX Coordinator/Director of Equal Opportunity & Institutional Equity** when an incident of sexual violence, misconduct, gender-based harassment, discrimination and/or retaliation is disclosed to them*

Department:	Division:	Available to:
Athletics	Student Affairs	<b>Full Bentley community: All students, faculty, staff</b>
Career Services	University Advancement	
Center for International Students & Scholars (CISS)	Student Affairs	
Cronin Center for International Education	Academic Affairs	
Faculty Department Chairs	Academic Affairs	
Gender & Sexuality Student Programs	Student Affairs	
Graduate Academic Advising & Engagement	Academic Affairs	
Human Resources	Human Resources	
Multicultural Center	Student Affairs	
New Student Programs	Student Affairs	
Office of Academic Services	Academic Affairs	
Office of Diversity & Inclusion	Diversity & Inclusion	
Office of Student Conduct	Student Affairs	
Office of the Vice President of Student Affairs	Student Affairs	
Residential Center	Student Affairs	
Service-Learning and Civic Engagement Center	Academic Affairs	
Student Programs & Engagement	Student Affairs	
Student Support Services (Care Team)	Multidisciplinary	
Office of Institutional Equity	Diversity & Inclusion	
University Police	Student Affairs	