



LOYOLA
UNIVERSITY MARYLAND

Title IX Resource Guide for Responsible Employees

Loyola University Maryland is committed to providing an environment free from sex-based discrimination and harassment. Loyola University does not tolerate any kind of gender-based discrimination and harassment, which includes sexual assault, sexual harassment and gender-based harassment. Loyola complies with Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in any federally funded education programs and activities.

General Information

- ◆ The university is bound by law to investigate all claims of sexual harassment/misconduct. This includes dating violence, domestic violence, sexual assault, sexual harassment, and stalking.
- ◆ Loyola officials are required to document reports of dating violence, domestic violence, sexual assault and stalking for general Clery Act statistics. No personally identifiable information is disclosed in these reports.
- ◆ Before a complainant reveals information that he or she may wish to keep **confidential**, responsible employees should make every effort to make sure that the complainant understands:
 - the responsible employee’s reporting obligation
 - the complainant’s option to request **confidentiality**
 - the complainant’s ability to share the information **confidentially** with on-campus pastoral or professional counselors or the university’s sexual violence prevention, response and education coordinator or off-campus resources who do not have to report names to the Title IX Coordinator or Deputy Coordinator.
- ◆ If a complainant requests **confidentiality** or asks that the complaint not be pursued, Loyola will take all reasonable steps to investigate and respond to the complaint, consistent with the request. If a complainant insists their name or other identifiable information not be disclosed to the alleged respondent, Loyola’s ability to respond may be limited. Incidents must always be reported to the Title IX Coordinator or Deputy Coordinator.
- ◆ If **confidentiality** is requested, Loyola will pursue other steps to limit the effects of the alleged harassment/misconduct and prevent its reoccurrence. Loyola must evaluate other factors, such as, the responsibility to provide a safe and non-discriminatory environment for all students and employees when determining next steps to pursue.
- ◆ When **confidentiality** is requested, it is recommended that student complainants contact the student counseling center and that employee complainants contact the Employee Assistance Program. Reports made to professional counselors are **confidential**.
- ◆ Title IX prohibits retaliation and Loyola officials will take steps to prevent retaliation and take strong responsive action if retaliation occurs. If any form of retaliation occurs contact a Title IX Coordinator or Deputy Coordinator.
- ◆ Interim measures to protect the complainant and respondent include, but are not limited to: “no contact orders”, academic supports, change in housing assignment, dining, extracurricular activities, and transportation, as well as a change in work schedule or worksite.
- ◆ In cases of sexual assault, it is strongly encouraged to seek medical assistance. Transportation can be provided by public safety to Mercy Hospital, which is designated as one of the city’s rape crisis centers.

How to help after a Sexual Assault Report

- ◆ If an individual discloses that a sexual assault has recently occurred, stay with her/him in a safe place. Contact public safety emergency dispatch at 410-617-5911.
- ◆ Contacting public safety does not require the individual to make a report. Dispatch will put the individual in touch with a university staff member who is available 24/7 to support the individual through the process.
- ◆ Do not attempt to act as a counselor. Always refer the person to appropriate services as soon as possible.
- ◆ A follow-up process to ensure adequate support for the individual will be based on the complainant’s wishes. Loyola’s sexual assault policy requires all “responsible employees” to report sexual assaults.

Responsible Employee

Loyola University Maryland has determined that all faculty, staff and administrators who are not serving in a privileged professional capacity are “responsible employees.”

Any university “responsible employee” informed of an allegation of gender-based misconduct involving students or other members of the Loyola community is expected to file a report with the Title IX Coordinator and/or one of the Deputy Coordinators. Certain university officials who are serving in a privileged professional capacity (e.g., counselors, doctors, nurses, the sexual violence prevention, response and education coordinator and clergy acting in a clerical capacity) are not bound by this expectation, except as required by law or if information is disclosed outside of noted privileged function.

Anyone who believes they have been subjected to gender-based discrimination or harassment is encouraged to report these incidents. Upon receiving a report, the university will respond promptly, equitably and thoroughly. In addition, the university will take steps to prevent the recurrence of the discrimination or harassment and correct its effects, as appropriate.

Additional information can be found at: www.loyola.edu/TitleIX

How to Report Incidents of Sexual Assault, Misconduct or Harassment

It is your duty to report any incidence of dating violence, sexual assault, sexual harassment, and stalking. You should always inform the reporting student or employee of your duty to notify the university. As a “responsible employee” you must report such instances to a Title IX Coordinator or Deputy Coordinator:

<p>Title IX Coordinator (for the university) Kathleen Parnell Assistant Vice President for Human Resources 410-617-1350 kmparnell@loyola.edu</p>	<p>Deputy Coordinator (for students) Katsura Kurita Assistant Vice President for Student Development 410-617-5646 kkurita@loyola.edu</p>
<p>Deputy Coordinator (for faculty, staff and administrators) Maryalice Meister Director for Human Resources Generalist Services 410-617-1345 mlmeister@loyola.edu</p>	<p>Deputy Coordinator (for public safety and crimes) Timothy Fox Director for Public Safety 410-617-2863 tfox@loyola.edu</p>

Complainants can file a report by using any of the resources below:

- Contact a Title IX Coordinator or Deputy Coordinator
- Contact Public Safety
 - 24-hour dispatch emergency number 410-617-5911
 - 24-hour dispatch non-emergency number 410-617-5010
- Bias Report (anonymous mechanism for reporting student bias reports)
<https://www.loyola.edu/department/reportbias.aspx>
- EthicsPoint report (anonymous mechanism for faculty, staff or administrators to report behaviors in violation of the law or University policy)
<https://secure.ethicspoint.com/domain/media/en/gui/18799/index.html>
- Silent Witness Report (anonymous mechanism for reporting any incident a member of the campus community has witnessed)
<http://www.loyola.edu/department/publicsafety/silent-witness-form>



Loyola University Maryland

Title IX – Useful Phone Numbers

Public Safety 24-hour Dispatch Emergency Number	410-617-5911 (emergencies)
Public Safety 24-hour Dispatch Non-Emergency Number	410-617-5010
Student Counseling Center	410-617-2273
Student Counseling (<i>after-hours</i>) contact the resident assistant on duty, or call public safety at 410-617-5911; who will transfer you to the on-call student life supervisor who will provide access to a counselor for emergencies.	
Employee Assistance Program (EAP)	1-800-765-0770
Title IX Coordinator (for the university)	410-617-1350
Deputy Title IX Coordinator (for students)	410-617-5646
Deputy Title IX Coordinator (for faculty, staff and administrators)	410-617-1345
Deputy Title IX Coordinator (for public safety and crime)	410-617-2863
Women's Center	410-617-5844
Sexual Violence Prevention, Response and Education Coordinator	410-617-6769
Student Life	410-617-5081

For *after-hours* student support for students not living on campus, contact one of the emergency options listed below or call 911.

Other Emergency Options:

TurnAround, Inc. (Sexual Assault/Domestic Violence Support Services)	443-279-0379 (24 hour helpline)
Baltimore Crisis Response (Suicide and mental health)	1-800-784-2433
National Suicide Prevention Lifeline	1-800-273-TALK (8255)

Hospitals:

Mercy Hospital (Sexual Assault Forensic Exam)	410-332-9411
Union Memorial Hospital	410-554-2106
GBMC Hospital	410-902-4614
Sinai Hospital	410-601-8800