

# RESPONDING TO DISCLOSURES RELATED TO SEXUAL MISCONDUCT

## A Guide for Princeton University Assistants in Instruction (AIs)

In your role as a Princeton University Assistant in Instruction (AI)/preceptor, you may receive disclosures regarding possible sexual misconduct from undergraduate students. As an AI, you are obligated to notify the Office of Gender Equity and Title IX Administration regarding possible sexual misconduct when such disclosures are made by (1) students that you are currently teaching, and/or (2) students who you have previously taught.

### > Why is reporting sexual misconduct so important?

- Ensures that impacted individuals consistently receive accurate information about the resources and options that are available to them from a trained administrator who is in a position to assist them.
- Ensures that impacted individuals have access to supportive measures, such as No Communication or No Contact Orders, academic support, or housing changes (which are available to them even if they choose not to pursue a formal disciplinary investigation).
- Enables the University to consider the best interests of the University community, including whether alleged conduct presents a continued serious threat to the campus community.
- Enables the University to proactively address any community concerns, including patterns of possible sexual misconduct.

### > How do I report the disclosure?

As soon as possible, contact Title IX Coordinator Michele Minter (mminter@princeton.edu, 609-258-6110) or Interim Director of Gender Equity and Title IX Administration Randy Hubert (rhubert@princeton.edu, 609-258-7411) via email or telephone and share all of the information that was disclosed to you. You should also notify the faculty member supervising your work as an AI to alert them of the situation and so that they can provide guidance if a student requests academic support, as it is critical that the University provides supportive measures in a timely, consistent, and equitable manner.

### > I still have questions. How can I obtain additional information?

If you have questions about reporting obligations generally or regarding a specific situation, please contact Interim Director of Gender Equity and Title IX Administration Randy Hubert.

*For additional information regarding your reporting obligations, please see*  
<https://sexualmisconduct.princeton.edu/faqs/faculty-staff-reporting-obligations>

*For additional information related to the University's resources, policies, and procedures related to sexual misconduct, please see*  
<https://sexualmisconduct.princeton.edu>

### How do I respond to a disclosure of sexual misconduct?

- > If there are imminent safety concerns, call the Department of Public Safety (911).
- > Demonstrate concern.
  - Treat the impacted individual in the same way you would want a loved one (your partner or sibling or friend) to be treated if they disclosed sexual misconduct.
  - Be sensitive and non-judgmental (avoid “why” questions).
  - Avoid asking for details of the situation. Remember that you are not responsible for investigating the matter and do not need details of the situation, which can be difficult for the impacted party to discuss.
- > Encourage them to seek assistance from a confidential resource.
  - **SHARE (Sexual Harassment/Assault Advising Resources and Education)** — 24/7 • For students
  - **Counseling and Psychological Services and University Health Services** — 24/7 • For students
  - **Office of Religious Life Chaplains** — For all
  - **Womanspace** — 24/7 • For all • Off-campus
  - **Carebridge** — 24/7 • For graduate students, faculty, and staff • Off-campus
- > Inform them of your responsibility to share the information with another office.

Explain that the Office of Gender Equity and Title IX Administration will assess the information and will take appropriate action. Most often, this consists of providing information to the impacted individual regarding resources and options. While we cannot guarantee precisely what action will or will not be taken, we can guarantee that action will not be taken without first discussing any proposed action with the impacted individual.

