

# RESPONDING TO DISCLOSURES RELATED TO SEXUAL MISCONDUCT

## A Guide for Princeton University Residential College Advisers (RCAs) and Assistant Residential College Advisers (ARCAs)

In your role as a Princeton University Residential College Adviser (RCA) or an Assistant Residential College Adviser (ARCA), you may receive disclosures regarding possible sexual misconduct from other students. As an RCA or ARCA, you are obligated to notify your Director of Student Life (DSL) regarding possible sexual misconduct.

### ➤ 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 your Director of Student Life (DSL) via email or telephone and share all of the information that was disclosed to you. Your DSL will then be in touch with the Interim Director of Gender Equity and Title IX Administration, and they will determine appropriate next steps, as described above. To protect the privacy of the individuals involved, your DSL likely will not update you regarding next steps.

### ➤ 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 ([rhubert@princeton.edu](mailto:rhubert@princeton.edu), 609-258-7411).

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

If you are unsure whether you are obligated to report the disclosure, consider posing a hypothetical to your DSL or to the Interim Director of Gender Equity and Title IX Administration, and/or you may wish to consult with the SHARE director, Jackie Deitch-Stackhouse

### 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
- **Inform them of your responsibility to share the information with another office.**

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

Remember self-care, as being a first responder can be emotionally taxing. Stay attuned to your emotional and physical health. Whether you are feeling activated or seem unphased by the disclosure, you may benefit from processing your experience with a confidential resource.

