



SCHOOL OF PUBLIC POLICY

College Action Plan for Preventing and Addressing Sexual Assault and Misconduct

1. SPP Committee Members

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2. Background

In October 2016, the Joint President/Senate Sexual Assault Prevention Task Force (SAPTF, or the Task Force) was created to develop a comprehensive and realistically implementable plan for sexual assault prevention at the University of Maryland. In April 2017, President Loh and the University Senate approved the recommendations of the Task Force (Senate Doc. No. 16-17-11). Included in the Task Force's report was the recommendation that the Senior Vice President and Provost charge the Deans from every College with developing individual College Action Plans to raise awareness about: (1) sexual misconduct prevention resources, (2) reporting options, and (3) reporting obligations of faculty and staff within their respective Colleges. Sexual misconduct is an umbrella term that encompasses dating violence, domestic violence, sexual violence, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, relationship violence, and stalking. This term and others are found in the [University of Maryland Sexual Misconduct Policy & Procedures](#).

The purpose of College Action Plans is to ensure that all campus community members are informed and knowledgeable of training and reporting expectations and resources through congruent and consistent messaging along with promotion of and participation in campus-wide activities. Faculty and staff can model prevention strategies in their classrooms and everyday interactions, in turn fostering a climate that is intolerant of sexual misconduct and is supportive of survivors.

Deans of each College will work with the Sexual Assault Prevention Committee (SAPC) and the Campus Advocates Respond and Educate (CARE) to Stop Violence Office to modify College Action Plans over time, depending on the needs of the College and the goals of the University's prevention plan. The Office of Civil Rights and Sexual Misconduct (OCRSM) is a key resource for addressing sexual assault. OCRSM oversees the University's Title IX response in accordance with the federal Title IX law.

The SAPTF has recommended that the Provost develop and publish an annual report on the progress of College Action Plans and share that report with the SAPC and on the centralized website raiseyourvoice.umd.edu.

3. Goals of the School of Public Policy College Action Plan

This College Action Plan is a steering document intended to complement and reinforce the University's messaging regarding sexual misconduct. It is imperative that all members of the School are informed and understand their responsibilities and options to prevent and address sexual misconduct. Recurring exposure to this information is the main theme weaved throughout the strategies and will help the School of Public Policy emerge as a leader in sexual misconduct prevention, consistent with the School's mission to advance the public good.

This plan will outline the methods and strategies the School will employ to raise awareness about (1) sexual misconduct prevention resources, (2) reporting options, (3) reporting obligations of faculty and staff within the School, and (4) support resources, both on and off campus, for members of the university and School community.

4. Strategies for Implementation

The strategies detailed below aim to increase the knowledge of students, staff, and faculty regarding sexual misconduct prevention and reporting options. These methods demonstrate the School's commitment to providing a safe environment for all to learn and work.

Students

1. University policy (see Appendix 1 "University Requirements") requires that undergraduate and transfer students receive a series of trainings that aim to describe relevant university policies and procedures; define consent; identify available on and off campus resources and reporting options; describe the impact of sexual assault and power-based violence on the campus community; and utilize bystander strategies to create a lower risk environment. These trainings include a video and presentation at the University's Orientation Session, an online pre-entry sexual misconduct training, and a

bystander intervention training (Step UP!) provided by the CARE Office at the University Health Center. During a student's second and third years, they are also required to complete online follow-up trainings.

The School will remind all undergraduate students who declare themselves as SPP majors/minors or who are enrolled in an SPP course about the requirements and objectives of these trainings via an email at the beginning of each semester. The specific language contained in these email communications will be provided to SPP by the SAPC. A link to raiseyourvoice.umd.edu and [CARE's website](#) will be included in the communication, as well as resources related to mental health. The emails will be sent by the Associate Dean for Undergraduate Studies or their designee. The undergraduate students will also receive similar communications through their existing online newsletter that is sent to them each month.

2. University Policy (see Appendix 1, "University Requirements") requires that graduate students receive online training before the official start of their first academic semester and every two years thereafter to: (1) understand reporting options and obligations regarding discrimination and sexual misconduct at UMD, including the definition of a "Responsible University Employee (RUE)", (2) respond effectively to discrimination and/or sexual misconduct that a graduate student experiences, witnesses, or learns about; and (3) identify appropriate resources for addressing any concerns that graduate students may have related to discrimination and harassment.

The School will remind all graduate students enrolled in an SPP course about the requirements and objectives of these trainings during orientation and via an email at the beginning of each semester. There will be an additional reminder included that a teaching assistant is a RUE and must follow the guidelines set forth by the university. The specific language contained in these email communications will be provided to SPP by the SAPC. A link to raiseyourvoice.umd.edu and [CARE's website](#) will be included in the communication, as well as resources related to mental health. The emails will be sent by the Associate Dean for Graduate Studies and Executive Programs or their designee.

3. Faculty will be required by School leadership to include links to University policies on sexual misconduct and CARE in syllabi and other classroom tools, such as ELMS-Canvas.
4. It is acknowledged that student employees in the School may encounter different environments than the typical student due to occupying dual roles in the university. Individuals who occupy both roles will be required by the university to fulfill the training requirements for their primary appointment, generally as a student. Student employees

will be notified of resources regarding discrimination and sexual misconduct available to them as both a student and employee through a notice included in onboarding paperwork with a signed acknowledgement of receipt. This will include the definition of Responsible University Employee and obligations of faculty/staff who are a RUE.

5. The School's social media accounts (Facebook, Twitter, and Instagram) will be utilized to reinforce the above referenced communications in three posts throughout the academic year. Links to raiseyourvoice.umd.edu, [CARE's website](#), and on and off campus resources will be displayed on the School's website.

During the months of April (Sexual Assault Awareness Month) and October (Domestic Violence Awareness Month), the School will display an informational slide on monitors in the School's atrium. The School will also share/retweet campus events that highlight awareness efforts such as the Clothesline Event.

6. The School will work with CARE to make physical informational materials available in areas where SPP students frequent, such as lounges, bulletin boards in gathering spaces, etc. and to staff with ongoing interaction with students, including academic advisors and career counselors.
7. The School will collaborate with student groups, such as the PSGA and WiPP to provide information on resources and assist in facilitating CARE training as requested.

Faculty, Staff, and other Responsible University Employees

1. Per university policy, all faculty and staff are required to complete online training through OCRSM upon start of employment and every two years thereafter in order to (1) understand reporting options and obligations regarding discrimination and sexual misconduct at the University (including the definition of "Responsible University Employee" and obligations of faculty/staff who are a RUE); (2) respond effectively to discrimination and/or sexual misconduct that faculty/staff experience, witness, or learn about; and (3) identify resources for addressing any concerns faculty or staff may have related to discrimination or harassment. This requirement will be shared with new employees through a notice included in onboarding paperwork with a signed acknowledgement of receipt. OCRSM will notify individual faculty and staff when re-training is required.
2. The Dean will send an email once a semester reminding faculty and staff of their training compliance requirements and links to on and off campus resources. The specific language

contained in these email communications will be provided to SPP by the SAPC and will include a link to raiseyourvoice.umd.edu and [CARE's website](#), as well as resources related to mental health.

3. The Dean will coordinate with CARE to provide at least one presentation or workshop to faculty and staff per academic year.
4. CARE provides a slide deck to educate about available resources and bystander intervention. The School will make this slide deck available to faculty for display during the first week of classes. SPP will also collaborate with OCRSM and CARE to create material for faculty use when appropriate for course content.

5. Timeline

The College Action Plan was submitted and approved during the Spring 2020 semester. This plan will be implemented beginning in Fall 2020. The School will continue to work with OCRSM and CARE to revise the plan on an as-needed basis with a more thorough review every five years, to coincide with the revision of the School's Strategic Plan.

Appendix 1 - University Requirements

The Office of Civil Rights & Sexual Misconduct provides mandatory campus-wide civil rights compliance training to inform all faculty, staff, and students of their rights, responsibilities and resources under the University of Maryland's Non-Discrimination, Sexual Misconduct and Disability & Accessibility Policies and Procedures. Please note that this is not an exhaustive list of all trainings delivered by OCRSM, but rather those specific to sexual misconduct.

Undergraduate and Transfer Students			
What are the requirements?	What are the mechanisms for fulfilling each requirement?	When should each requirement be completed? How regularly?	What are the objectives for Undergraduate and Transfer Students from this requirement?
Orientation Session	In Person: • CARE/OCRSM video on sexual assault • UMPD: Public Safety presentation	During orientation; once.	• Video: Briefly define sexual misconduct, highlight campus resources and identify prevention efforts at UMD • Presentation: Describe basic safety strategies and ways to reduce risky behaviors, highlight campus resources and upcoming prevention programming
Sexual Misconduct Training	Online through EverFi, assigned by the Division of Student Affairs	Pre-Entry; once. (1.5-2 hour long training, can be taken over multiple sittings)	• Describe relevant UMD policies and procedures • Identify the range of behaviors that constitute sexual misconduct under UMD policy • Identify the consequences associated with engaging in sexual misconduct • Define incapacitation and consent • Describe the role of alcohol and other drugs in facilitating sexual assault • Describe how a student can become engaged to prevent sexual misconduct

			• Identify available on and off campus resources • Describe reporting options if a student is victimized
Bystander intervention training (Step UP!)	UNIV100 or equivalent course, or through a Living/Learning Community delivered in-person by CARE	During the first semester; once. (50-min training)	• Describe the impact of sexual assault and power-based violence on our campus community 1. • Name three different ways you can Step UP! and intervene as an active bystander • Use skills learned to intervene and seek resources effectively
Second- and third-year follow-up trainings* *These trainings will be available in 2020 and 2021, respectively	Online through Everfi, assigned by the Division of Student Affairs	During the second and third year.	• Describe the role of alcohol and other drugs in facilitating sexual assault • Describe the four basic components of consent (seeking, receiving, expressed, permission) • Describe constructive communication, mutual respect, and trust in the context of healthy relationships • Identify campus resources • Describe interconnections between alcohol and sexual assault • Reduce the stigma associated with alcohol-related sexual assault victimization • Utilize bystander strategies to create lower risk environment

Graduate Students			
What are the	What are the	When should each	What are the objectives for Graduate

requirements?	mechanisms for fulfilling each requirement?	requirement be completed? How regularly?	Students from this requirement?
Sexual Misconduct Training	Online, assigned by OCRSM	Pre-Entry and every two years thereafter (1.5-2 hour long training, can be taken over multiple sittings).	• Describe reporting options and obligations regarding discrimination and sexual misconduct at UMD (including the definition of Responsible University Employee and a graduate student's responsibilities as an RUE). • Respond effectively to discrimination and/or sexual misconduct that a graduate student experiences, witnesses, or learns about. • Identify appropriate resources for addressing any concerns graduate students may have related to discrimination and harassment.

Faculty and Staff			
What are the requirements?	What are the mechanisms for fulfilling each requirement?	When should each requirement be completed? How regularly?	What are the objectives for Undergraduate and Transfer Students from this requirement?
Sexual Misconduct Training	Online, assigned by OCRSM	Upon arrival and every two years thereafter (45-min training).	• Describe reporting options and obligations regarding discrimination and sexual misconduct at UMD (including the definition of Responsible University Employee and obligations of faculty/staff who are an RUE). • Respond effectively to discrimination and/or sexual misconduct that faculty/staff experience, witness, or learn

			about. ● Identify resources for addressing any concerns faculty or staff may have related to discrimination or harassment.
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Appendix 2 - FAQ on Responding to Sexual Misconduct at UMD

This appendix originally appeared in the Sexual Assault Prevention Task Force Report, and is reduplicated here for your convenience. Additional information on responding to sexual misconduct (and other forms of power-based violence) can be found in CARE's guide, "Preventing & Responding to Power-Based Violence", available at this [link](#).

Where do I go if I have experienced sexual misconduct and I need some support or want to understand my options?

The University of Maryland has multiple resources for faculty, staff, and students who experience sexual assault or sexual misconduct. Faculty and many administrators are obligated to notify the Title IX office when they learn of incidents of sexual misconduct. The Title IX office is then responsible for conducting outreach to the identified victim and provides information about reporting options and available resources. If you do not want anyone to know about what you experienced, you should contact one of the **confidential resources** on campus listed below. Confidential resources do not have an obligation to notify the Title IX office.

Campus Advocates Respond and Educate (CARE) to Stop Violence. CARE advocates and therapists are specifically trained to address issues of sexual and relationship violence and offers free and confidential counseling services. Phone (University Health Center Office): 301-314-2222, Phone (24/7 Crisis Line): 301-741-3442, Website: www.health.umd.edu/care

University Counseling Center. The Counseling Center provides comprehensive psychological and counseling services to students and others in the University community. The Center is staffed by counseling and clinical psychologists. Phone: 301-314-7651 Website: www.counseling.umd.edu

University Health Center, Behavioral Health Service. The Behavioral Health Service offers short-term psychotherapy, medication evaluations, crisis intervention, group psychotherapy, and more. The service is staffed by psychiatrists and licensed clinical social workers. Phone: 301-314-8106 Website: <https://health.umd.edu/medical-behavioral-health/behavioral-health-services>

Campus Chaplains. Campus chaplains represent 14 faith communities, working to serve the spiritual needs of the community. Campus Chaplains will meet with any member of the campus community, regardless of faith background. Website: http://thestamp.umd.edu/memorial_chapel/chaplains

Faculty Staff Assistance Program (FSAP). FSAP provides free and confidential support to all faculty and staff (and their family members) on a range of issues, including sexual misconduct. Services include short-term counseling services provided through FSAP (generally used for 3 sessions,

but can support up to 10 sessions of counseling). Provides referrals for long-term counseling needs. Phone: 301-314-8170 or 301-314-8099 Website: <http://www.health.umd.edu/fsap>

Where do I go if I want to file a complaint of sexual misconduct or begin an investigation process?

The University's sexual misconduct complaint process can involve multiple offices and organizations on campus, depending on where the incident occurred. The Office of Civil Rights & Sexual Misconduct is charged with receiving all reports of sexual misconduct. Generally, it is **not confidential** when a person reports Sexual Misconduct to the offices listed below.

Office of Civil Rights & Sexual Misconduct (OCRSM) also known as the Title IX Office Responds to all incidents of sexual misconduct and discrimination. OCRSM conducts initial outreach and provides information about Title IX accommodations, available resources, and reporting options. OCRSM assess complaints, determines whether the Complaint wants to move forward, and is responsible for investigating sexual misconduct. OCRSM works closely with other campus stakeholders. Phone: 301-405-1142 Report Online at: www.ocrsm.umd.edu Website: www.ocrsm.umd.edu

Office of Student Conduct (OSC) Administers the student adjudication process for sexual misconduct policy violations that occur outside the resident halls and works in collaboration with OCRSM to assist students reporting incidents of sexual misconduct. Phone: 301-314-8204 Website: <http://www.studentconduct.umd.edu>

Department of Resident Life, Office of Rights and Responsibilities (R&R) Administers the student adjudication process for sexual misconduct policy violations that occur in residence halls and works in collaboration with OCRSM to assist students who are reporting incidents of sexual misconduct. Phone: 301-314-7598 Website: www.reslife.umd.edu/rights

University of Maryland Police / Department of Public Safety Responds to crime reports including stalking, dating violence, and sexual assault. UMPD's response to crime reports is independent from the University's Title IX response. When these issues overlap, OCRSM and UMPD communicate and coordinate their independent obligations. Phone: 301-405-3555 Website: <http://www.umpd.umd.edu/>
What services does the University offer to those who have experienced sexual misconduct?

Through the work of various offices on campus, the University provides many services to those who have experienced sexual misconduct. In the immediate response to an incident, CARE provides a 24/7 Crisis Line and can help students get to a hospital or other resources that are immediately needed. The University Health Center has a Victim Assistance Fund to provide financial support for victims of violence in the community, to aid with medical care, relocation costs, and other expenses associated

with victimization. CARE staff can accompany individuals when they are seen at the hospital or ensure that a patient advocate at the hospital is present, and helps victims understand the processes and options they face immediately after an incident.

The University continues to support those impacted by sexual misconduct after the immediate response to an incident is completed. The University offers support through CARE, the Counseling Center, and the Mental Health Service in the Health Center. The University can also provide other forms of assistance, whether that be facilitating communications with faculty to notify them that a student is having difficulty focusing on coursework, or helping a student change classes or change on-campus housing arrangements as needed.

To get connected to resources and support, please contact [CARE](#) or the [Counseling Center](#).

Where can I find the University's sexual misconduct policies and procedures?

The University's Sexual Misconduct Policy & Procedures can be found at:

<https://president.umd.edu/administration/policies/section-vi-general-administration/vi-160a-0>

Am I required to report incidents of sexual misconduct that I become aware of in the course of my work or study at the University?

Individuals identified as a "Responsible University Employees" (RUEs) are required to report incidents they become aware of to the OCRSM. A Responsible University Employee is defined in University policy as any University administrator, supervisors (in a non-confidential role), faculty members, teaching assistants, academic advisors, campus police, coaches, athletic trainers, resident assistants, and non-confidential first responders.

If you are an RUE, you need to immediately inform the person who disclosed the incident that you are not a confidential resource and that you have a professional obligation to notify the OCRSM. It is recommended that you refer the student to CARE as the confidential resource on campus for those who experience sexual misconduct.

Information for UMD faculty, teaching assistants, and academic advisors on their reporting obligations can be found at:

http://www.umd.edu/ocrsm/files/Faculty_Reporting_Obligations_July2016.pdf

Information for UMD staff in supervisory roles on their reporting obligations can be found at:

http://www.umd.edu/ocrsm/files/RUE_Reporting_Obligations_July_2016.pdf

If I am a graduate student who is also a Teaching Assistant, am I required to report disclosures of sexual misconduct that are made to me?

Yes, when you are acting as a teaching assistant. Your obligation to report depends on the role you are in when a disclosure occurs, and your relationship to the party making the disclosure. If a fellow graduate student discloses an incident to you, you are not required to report it. If an undergraduate student comes to you as their TA and discloses an incident, or if an incident is disclosed in a setting in which you are acting as the TA, you are required to report the disclosure to the Title IX Officer as a Responsible University Employee.

Are members of the University community required to take any training on sexual misconduct issues?

Yes. All UMD students, staff, and faculty are required to complete sexual misconduct training. Compliance training is primarily online but is also offered in person to non-computer based staff. Training includes information on University policy and procedures, definitions of sexual misconduct, how to report sexual misconduct and/or discrimination of other forms, and other key information. All students are required to take the training prior to coming to the University. Student training includes scenarios unique to the student (undergraduate and graduate) experience. New faculty and staff are required to take the training as part of the on-boarding process, and existing employees complete sexual misconduct compliance training bi-annually.

How can my department or my students learn more about issues related to sexual assault and sexual misconduct?

Many University groups offer presentations or information by request on a wide range of topics related to sexual misconduct.

- **CARE** Peer Educators facilitate in-person presentations, including Step UP! bystander intervention training and individual presentations targeted at specific groups, such as faculty, staff, and student organizations.
- The **UMPD** provides presentations at summer orientations for new students, and meets with groups by request to have conversations about how to navigate high-risk situations or to provide information on specific safety topics.
- The University Student Judiciary, overseen by the **Office of Student Conduct**, does presentations by request for student groups and classes on issues related to misconduct, including academic misconduct and sexual misconduct, and presents basic information about the University's policy and key definitions, such as consent.

- **Resident Life, Office of Rights & Responsibilities** provides annual training to Resident Life staff and Resident Assistants on issues related to sexual misconduct and reporting obligations of resident assistants.
- The **OCRSM** provides a range of trainings tailored to individual department and college needs and regularly provides training on the RUE reporting obligations.

If you would like more information about how you can get more involved in sexual misconduct prevention and response, please contact [OCRSM](#) or [CARE to Stop Violence](#).

Appendix 3 - Class Resources

Syllabus Language

The Sexual Misconduct Policy prohibits a broad range of behaviors including, but not limited to sexual harassment, sexual assault, stalking and dating and domestic violence. The Sexual Misconduct Policy also prohibits retaliation against any individual who files a complaint or participates in an investigation under the Policy.

The Office of Civil Rights & Sexual Misconduct (OCRSM) responds to all complaints of sexual misconduct. To [file a complaint](#) go to OCRSM and under Reporting, complete the online sexual misconduct complaint form. For more information please contact OCRSM by phone at [301-405-1142](tel:301-405-1142), or email at titleixcoordinator@umd.edu

University Policy

[VI-1.60\(A\) University of Maryland Sexual Misconduct Policy & Procedures](#)

[Summary of Sexual Misconduct Policy](#)

Resources

[Office of Civil Rights & Sexual Misconduct](#) For information about the University's compliance with Title IX as well as other federal and state civil rights laws and regulations.

[Office of Student Conduct](#)

Use *Anonymous Ask* for a safe, anonymous space to ask about the Code of Academic Integrity, the Code of Student Conduct, or any conduct-related questions through the Office's.

[Resident Life, Office of Rights & Responsibilities](#)

Confidential Resources A confidential resource keeps whatever information you share private. The resource provider will not share your information with others. CARE to Stop Violence, 24 hour Crisis Line (Fall & Spring semesters): 301-741-3442; Campus Chaplains, 301-405-8450 or 301-314-9866; University Counseling Center, 301-314-7651; University Mental Health Services 301-314-8106