

**POLICIES  
&  
PROCEDURES**  
OFFICE OF EQUAL OPPORTUNITY

**Tufts**  
UNIVERSITY



# THE OFFICE OF EQUAL OPPORTUNITY

The Office of Equal Opportunity is committed to providing equal opportunity to all members of the Tufts community. We further this work by ensuring that the University maintains compliance with all federal and state laws pertaining to affirmative action, non-discrimination, Title IX, and the Americans with Disabilities Act (ADA). OEO serves the University to investigate complaints of discrimination and harassment, to resolve reasonable accommodation issues, and to set forth University policies and guidelines in these areas through education and training.

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# NON-DISCRIMINATION POLICY

Office of Equal Opportunity

**Purpose:** To establish uniform guidelines in order to promote a work and educational environment at Tufts University that is free of discrimination and harassment, and to affirm the University's commitment to equal opportunity and affirmative action.

Revised: July 2012

**Applicability:** This policy applies to faculty, staff, applicants for employment, students, and community members.

## I. POLICY STATEMENT

Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and any other characteristic protected under applicable federal or state law, herein called “**protected categories.**” The University expects all Tufts employees, students, and community members to join with and uphold this commitment.

Tufts University also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim. Any witness, complainant or respondent involved in an investigation ought not to be retaliated against for their participation in the fact-finding process.

All Tufts personnel at the exempt level who are responsible for hiring, promoting, and managing employees and/or University programs are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617.627.3298 or to EthicsPoint at <https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html> or by using the hotline at 1.866.384.4277.

Tufts University’s OEO is also responsible for planning and implementing the University’s affirmative action program and monitoring affirmative action-related decisions and activities in accordance with state and federal law. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women, individuals with disabilities, and all protected veterans.

## II. DEFINING AND RECOGNIZING DISCRIMINATION

Unlawful discrimination occurs when a person is harassed or treated arbitrarily or differently because of their real or implied membership in a “**protected category**” such as race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status; genetics; retaliation; and any other characteristic protected under applicable federal or state law.

In the employment context, discrimination may begin with an adverse employment action, which is something an employer has done that is unfair to an employee (for example: terminating the employee or not selecting him or her for hire or a promotion, harassing the employee, denying the employee’s request for a reasonable accommodation, etc.). If OEO determines, through fact-finding, that the employee or applicant’s membership in a protected category was the reason for the adverse employment action, this may lead to a policy violation of the non-discrimination policy and/or any other policy herein.

Personality differences or conflicts, general mistreatment not based on the above protected categories, or a response to poor performance are usually employee relations issues, not discrimination matters. To contact your Human Resource Business Partner (HRBP) to discuss an employee relations matter, please call the Human Resources Department on your campus. HR can also help you determine what type of issue you may be experiencing and will refer you to the appropriate resources.

#### Tufts University Human Resources:

Medford: 617.627.3272  
Boston: 617.636.6000  
Grafton: 508.839.7975

Similarly, if a student or community member believes that s/he was treated differently in their education program or activity because of their real or implied membership in a protected category as defined above, the appropriate Dean's Office (or OEO, if asked) will conduct a fact-finding investigation to determine whether or not the Complainant's protected class was the reason for the different treatment and if that treatment violated the non-discrimination policy and/or any other policy herein.

Contact OEO immediately at 617.627.3298 or the EthicsPoint anonymous hotline at 1.866.384.4277 if you feel that you are being retaliated against for filing a complaint, participating in a complaint or speaking out against a potential discriminatory practice. Retaliation is prohibited by Tufts University policies and by state and federal anti-discrimination laws. Retaliation at Tuft University is also subject to disciplinary action up to and including termination from employment for employees or expulsion for students from Tufts.

### **III. PROCESSES & PROCEDURES**

#### **A. OEO Complaint Procedures**

If you have questions about the Processes and Procedures after filing a complaint, or if a complaint has been filed against you, please contact the Director of OEO, Jill Zellmer at 617.627.3298 or at [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

### **IV. RIGHTS & RESPONSIBILITIES**

As a member of the Tufts community you have the right to work, learn, and live in an environment free from discrimination and harassment. You have the right to equal opportunity and equal access to all University programs and activities.

## **A. Duty to Report**

Managers, supervisors, faculty, and other agents of the University are required by law to report any known or alleged incidents of discrimination or harassment to OEO. Please contact us at 617.627.3298 or at <http://o eo.tufts.edu/> or please contact EthicsPoint at 1.866.384.4277 or at <https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>.

Failure to report a known or suspected incident of discrimination or harassment to OEO may result in disciplinary action.

## **B. Duty to Cooperate**

Faculty, staff, and students must cooperate with University investigations concerning allegations of discrimination or harassment. Refusal to cooperate with an investigation may result in disciplinary action. Please contact us at 617.627.3298 or at <http://o eo.tufts.edu/> if you have any questions or concerns about your cooperation.

## **C. Freedom from Retaliation**

Any member of the University community has the right to raise concerns or make a complaint regarding discrimination or harassment under this policy without fear of retaliation. It is a violation of University policy to retaliate against an individual for filing a complaint of discrimination or harassment or for cooperating in an investigation of alleged discrimination or harassment. Any person at Tufts University found in violation of this policy is subject to disciplinary action up to and including termination of employment or expulsion from Tufts. If you have any questions or concerns about this, please contact the Director of OEO, Jill Zellmer at 617.627.3298 or at [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

## **D. Confidentiality**

The University recognizes the importance of confidentiality and understands that some individuals filing complaints of harassment/discrimination or who are otherwise involved in an investigation may want their identity to remain anonymous and/or confidential. In all cases, issues of confidentiality must be balanced against the University's need to investigate and take appropriate action.

The University will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible. If you have concerns about this please call the Director of OEO, Jill Zellmer at 617.627.3298 or at [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

# **V. REPORTING RESOURCES**

## **A. Where can I file a complaint if I am an employee?**

### **I. The Office of Equal Opportunity (OEO) for Tufts University**

<http://o eo.tufts.edu/> or 617.627.3298

Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a

transgender identity, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans); genetics; retaliation; or any other characteristic protected under applicable state and federal law.

There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.

You may also contact us using the Tufts University anonymous hotline, EthicsPoint, at 1.866.384.4277 or at [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7182](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182).

## **2. Massachusetts Commission Against Discrimination (MCAD)**

John McCormack Building  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
617.994.6000

Worcester City Hall  
455 Main Street  
Room 101  
Worcester, MA 01608  
508.799.8010

The MCAD prohibits employment discrimination based on race, color, religion, national origin, ancestry, sex, gender, age, criminal record (applications only), disability, retaliation, sexual harassment, sexual orientation, a transgender identity, genetics, and military personnel. Any employee in a work environment with six or more employees can file a complaint with the MCAD. The statute of limitations for filing a complaint is 300 days.

## **3. Equal Employment Opportunity Commission (EEOC)**

JFK Federal Building  
475 Government Center  
Boston, MA 02203  
800.669.4000

The EEOC prohibits employment discrimination based on race, color, religion, sex, age, disability, retaliation and national origin. The statute of limitations for filing a complaint is 300 days.

### ***B. Where can I file a complaint if I am a student?***

For student-on-student discrimination or harassment allegations, the appropriate dean of students or dean of college/school should be contacted (list is located on [page 44](#) of this manual). You could also contact your Title IX Liaison, located on [page 60](#) of this manual.

## **I. The Office of Equal Opportunity (OEO) for Tufts University**

<http://oeo.tufts.edu/> or 617.627.3298

Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity, veteran status (special disabled veterans, disabled veterans, Vietnam-era veterans), genetics, retaliation; or any other characteristic protected under applicable state and federal law.

There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.

You can also choose to file a complaint through the Tufts University anonymous EthicsPoint hotline phone number or website at 1.866.384.4277 or

[https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7182](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182)

## **2. U.S. Department of Education (DOE)**

Office for Civil Rights (OCR)

5 Post Office Square

Eighth Floor

Boston, MA 02109-3921

617.289.0111

The DOE and the OCR prohibit discrimination based on race, color, national origin, sex, disability, and age. The statute of limitations for filing a complaint is 300 days.

## ***C. Where can I file a complaint if I am a community member?***

### **I. The Office of Equal Opportunity (OEO) for Tufts University**

<http://oeo.tufts.edu/> or 617.627.3298

Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans); genetics; retaliation; or any other characteristic protected under applicable state and federal law.

There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.

You can also choose to file a complaint through the Tufts University anonymous EthicsPoint hotline phone number or website at 1.866.384.4277 or

[https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7182](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182).

## VI. FREQUENTLY ASKED QUESTIONS

### ***A. What is the goal of equal opportunity?***

The goal of equal opportunity is to ensure equal access in all phases of the employment and educational processes. Employment decisions are based solely on merit and qualifications related to the specific job. These employment decisions should not be made on the basis of someone's real or implied membership in a protected class (as defined on page 2). Similarly for students, educational program decisions are based solely on merit and qualifications related to the program and should not be made on the basis of someone's real or implied membership in a protected class. Equal opportunity is hiring the most qualified person for the job or selecting the most qualified student(s) for the educational program without regard for status in any protected category.

### ***B. What is unlawful discrimination?***

Unlawful discrimination is the unfair or unequal treatment of an individual or group based on certain characteristics that are specifically protected by law or the University. Specifically, at Tufts, discrimination is prohibited based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans); or any other characteristic protected under applicable federal or state law. In addition, Tufts prohibits retaliation against a person or group for reporting about discrimination or for participating in the investigation of such a complaint.

### ***C. What is affirmative action?***

Affirmative action refers to programs that promote equal opportunity and the commitment to apply a good faith effort to eliminate the present effects of past discrimination or to prevent discrimination against minorities, women, individuals with disabilities, and all covered veterans (special disabled veterans, disabled veterans and Vietnam-era veterans). It is not a numerical quota system or program of preferential treatment.

### ***D. Where do I go if I have questions about this policy?***

Tufts University's Office of Equal Opportunity (OEO) is responsible for enforcing the University's non-discrimination policy. Please contact the Director of OEO, Jill Zellmer, at 617.627.3298 or visit <http://oeo.tufts.edu/>.

# AMERICANS WITH DISABILITIES ACT POLICY

Office of Equal Opportunity

**Purpose:** To establish uniform guidelines in order to promote a work and educational environment at Tufts University that is free of discrimination and harassment for people with disabilities and to ensure university compliance with federal and state laws pertaining to qualified individuals with disabilities.

**Revised:** July 2012

**Applicability:** This policy applies to faculty, staff, applicants for employment and students

## I. POLICY STATEMENT

Tufts University is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with applicable federal and state law. We seek to promote a diverse and inclusive University community. The Tufts Office of Equal Opportunity (OEO) urges everyone in the Tufts community to join us in this commitment.

## II. DEFINING DISABILITIES

### A. **ADA:** Americans with Disabilities Act

**B. ADA/504 Officer:** The ADA/504 Officer is responsible for the interactive process (as defined below) for University staff and is a designee for student issues involving accessibility and other ADA process issues for the University. The University ADA/504 Officer at Tufts also works closely with managers, supervisors, the faculty offices and Human Resource personnel to arrive at reasonable accommodations for qualified people with disabilities in our community. The ADA/504 Officer for Tufts University is Jill Zellmer at OEO. She can be reached at [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu) or at 617.627.3298.

**C. Disability:** According to the Americans with Disabilities Act (ADA), a disability is defined as a physical or mental impairment that substantially limits one or more of a disabled person's major life activities (for example, walking, standing, or breathing).

**D. Qualified Persons with Disabilities:** An employee or applicant with a disability who satisfies the skill, experience, education, and other job-related requirements for the position and who can perform the essential functions of the job in question with or without reasonable accommodations. This includes part-time, full-time, probationary, non-career status and temporary employees. Similarly for students, a qualified person with a disability is a student who satisfies all the skill, experience, and educational requirements for their chosen educational program with or without reasonable accommodations.

**E. Essential Functions:** Job duties typically, but not exclusively, found on a job description, considered so fundamental that the individual cannot do the job without performing them. Similarly, for students, essential functions are defined as basic activities and responsibilities that a student must be able to perform to complete their academic program and/or be considered for program admission, retention, and graduation. Essential functions for both students and staff must be met either without an accommodation or with appropriate accommodation(s) after meeting the qualifications for a disability.

**F. Interactive Process:** The interactive process is the procedure through which an employer and an individual with a documented disability work together to identify what barriers exist to the individual's performance and/or essential functions of a particular job with the intention of finding a reasonable accommodation. The interactive process often includes a review of the individual's abilities and limitations and an analysis of which factors or job tasks may pose a difficulty and how the person may be accommodated. Similarly with students, the interactive process is when OEO or a school administrator (usually the

school dean, but it may also be staff of the Academic Resource Center) works with the student to identify existing barriers exist to the equal access of a student's basic activities and responsibilities in his/her academic program with the intention of finding an accommodation that is reasonable.

**G. Reasonable Accommodation:** The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Tufts University to provide appropriate and reasonable academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the University community, or fundamentally alter the nature of the University's employment or academic mission. As described more fully herein, the University engages in an interactive process with the student or employee to determine disability status and accommodation needs.

**H. Undue Hardship:** An action requiring significant difficulty, expense, and disruption (financial and administrative burden) or an action that would fundamentally alter policy and procedures, the nature of the job function, and/or the fundamental nature of the academic program at Tufts University.

### III. PROCESSES AND PROCEDURES

#### A. Academic Accommodations

##### 1. Medford Campus

If you are an undergraduate or graduate student enrolled in the School of Arts, Sciences & Engineering, The Fletcher School, or the Boston School of Occupational Therapy and you need an academic accommodation, please visit the *Disability Services* website at: <http://uss.tufts.edu/arc/disability> or contact Linda Sullivan, Director of Disability Services (ADA Administrator for academic accommodations) at 617.627.2000 or [disabilities.services@ase.tufts.edu](mailto:disabilities.services@ase.tufts.edu).

*Note: If you are a faculty member who has received an accommodation request from a student, you are obligated to refer him/her to the Program Director for Disability Services at the contact number listed above.*

##### 2. Boston & Grafton Campuses

If you are a graduate or professional student of any Tufts school located on the Boston or Grafton campuses and you need an academic accommodation, contact the appropriate school administrator listed on the following page.

*Note: If you are a faculty member who has received an accommodation request from a student, you are obligated to refer him/her to the appropriate school administrator listed in the following contacts table.*

The following is a list of school ADA administrators to whom requests for academic accommodations on the Boston and Grafton campus should be forwarded:

SCHOOL	CONTACT	TITLE	CONTACT INFORMATION
<b>Cummings School of Veterinary Medicine</b>	Barbara Berman	Assistant Dean of Student Affairs	508. 839. 8733 <a href="mailto:Barbara.Berman@tufts.edu">Barbara.Berman@tufts.edu</a>
<b>Friedman School of Nutrition Science and Policy</b>	Stacey Herman	Associate Dean for Student Affairs	617.636.3711 <a href="mailto:Stacey.Herman@tufts.edu">Stacey.Herman@tufts.edu</a>
<b>Sackler School</b>	Kathryn Lange	Associate Dean	617. 636.6767 <a href="mailto:Kathryn.Lange@tufts.edu">Kathryn.Lange@tufts.edu</a>
<b>Tufts University School of Dental Medicine</b>	Robert H. Kasberg, Jr.	Associate Dean of Admissions & Student Affairs	617.636.6539 <a href="mailto:Robert.Kasberg@tufts.edu">Robert.Kasberg@tufts.edu</a>
<b>Tufts University School of Medicine</b>	Colleen Romain	Director of Student Affairs	617.636.6576 <a href="mailto:Colleen.Romain@tufts.edu">Colleen.Romain@tufts.edu</a>
<b>University-wide</b>	Jill Zellmer	ADA/504 Officer	617.627.3298 <a href="mailto:jill.Zellmer@tufts.edu">jill.Zellmer@tufts.edu</a>

## **B. Non-Academic Accommodations**

### **I. Medford Campus**

Housing – For all requests related to accessible housing, please contact the Office of Residential Life at 617.627.3248 or visit: <http://ase.tufts.edu/reslife/policies/medical.asp>.

Transportation – For information regarding accessible parking and/or Tufts accessible shuttle service on the Medford Campus, please contact the Department of Public Safety Parking and Administrative Services at 617.627.3692 or visit: <http://publicsafety.tufts.edu/adminsvc/>.

Student Food Allergies – For all requests regarding food allergies, please contact Dining Services at 617.627.3566 or visit: <http://dining.tufts.edu/>.

Student Health Accommodations (including medical leaves) – For information regarding general medical accommodations, please contact the Office of Student Affairs at 617.627.3158 or visit: <http://uss.tufts.edu/studentaffairs/healthandsafety/healthaccommodations.asp>.

### **2. Boston & Grafton Campus**

For all non-academic accommodations on the Boston and Grafton campuses, please contact the appropriate school administrator in the table listed above.

## **C. Accommodations for Employees (Faculty and Staff)**

When seeking a reasonable accommodation, employees are encouraged to inform their manager/department chair of the need for an accommodation. Upon receiving an accommodation request, managers/department chairs should refer the request to OEO. OEO

will engage the employee in an interactive dialogue to clarify the type of accommodation(s) and the reasonableness of the accommodation(s) being sought.

Before any accommodation(s) are made, managers/department chairs should contact OEO for assistance in determining:

- whether the employee qualifies as an individual with a disability;
- what the essential functions of the employee's job are (OEO may request the job description to assess essential job functions);
- the reasonableness of the accommodation being sought in conjunction with a manager or department chair and/or alternative accommodation(s).

As part of the interactive process, OEO may ask the employee to provide timely medical and/or other documentation from the appropriate provider to support his/her request for the reasonable accommodation. All medical documents will be handled confidentially in OEO/HR.

After timely submission of all required documentation, OEO will confer with the employee and the employee's manager/department chair and may also confer with Human Resources Business Partners (HRBP) to discuss the requested accommodation(s) and, if necessary, possible alternatives. After making a final determination on the matter based on facts gathered and received, OEO will communicate its decision to the employee, the employee's manager/department chair and appropriate HR personnel.

*Additional information regarding medical leaves:*

Medical leaves for Staff:

For all information regarding medical leaves for staff, please contact Cathy Carney, Leave Coordinator, at 617.627.3272 or [Cathy.Carney@tufts.edu](mailto:Cathy.Carney@tufts.edu).

Medical leaves for Faculty:

School of Arts and Sciences and the School of Engineering, please contact Inez McCarthy, Faculty Office for Arts, Sciences & Engineering at 617.627.3708 or [Inez.McCarthy@tufts.edu](mailto:Inez.McCarthy@tufts.edu).

Faculty for all other schools interested in taking a leave should contact their school's dean.

### ***D. Accommodations for Job Applicants***

Applicants for employment at Tufts should inform the hiring manager or the department of the need for any reasonable accommodation(s). Upon receiving an accommodation request, hiring managers and/or Human Resources designees should do one of the following:

- engage the job applicant in an interactive process to determine whether the individual qualifies as an individual with a disability and, if so, determine what reasonable accommodation(s) can be offered;
- engage the job applicant in an interactive process to determine if the individual qualifies as an individual with a disability who can perform the essential functions of the job with or without a reasonable accommodation(s); or

- contact the University ADA/504 Officer, Jill Zellmer, at OEO for assistance at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

As part of the interactive process, OEO or the involved HR representative may ask the applicant to provide medical and other forms of documentation to support his/her request. All medical documents will be handled confidentially at OEO/HR.

Once the required documentation has been submitted, OEO and/or HR will discuss the requested accommodation(s) with the applicant, and, if necessary, suggest possible alternatives.

After making a final determination on the matter, OEO and/or HR will communicate the decision to the applicant. The Human Resources department is responsible for implementing all approved accommodations during the interview process.

### ***E. Appeals Processes***

Students, employees and applicants who are in disagreement with the outcome of their request for an accommodation(s) may address their concerns with Jill Zellmer, Director of OEO at 617.627.3298.

## **IV. RIGHTS AND RESPONSIBILITIES OF TUFTS EMPLOYEES**

### ***A. Duty to Cooperate***

Managers, supervisors, faculty and other agents of the University have a duty to refer accommodation requests from students, employees, applicants, and community members to the appropriate ADA administrator for the initiation of the interactive process. If you have any questions regarding where or how to refer a reasonable accommodation request, please contact the University ADA/504 Officer, Jill Zellmer at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu). Any agent of the University who fails to refer an accommodation request may be subject to disciplinary action.

### ***B. Freedom from Retaliation***

Any University community member who believes that they are a person with a disability has the right to request a reasonable accommodation(s) without fear of retaliation. It is a violation of University policy to retaliate against an individual for requesting an ADA accommodation. Any person who retaliates against an individual who self-identifies as a person with a disability at Tufts University is subject to disciplinary action.

### ***C. Confidentiality***

In accordance with the ADA, Tufts will protect and maintain the privacy and confidentiality of any medical information of its applicants, employees, students, and community members obtained in connection with the reasonable accommodation process. All medical information will be kept as confidential as possible, maintained securely and separate from personnel files in OEO/HR.

## V. REPORTING RESOURCES

### A. *Helpful Resources for Tufts Community Members and Visitors*

#### 1. **Reporting Access Issues:**

To report an issue concerning access to Tufts' buildings and grounds, including access issues involving snow removal, curb cuts, and non-operable automatic door openers on the Medford, Boston, or Grafton campuses, please contact the Facilities Department:

Medford Campus: 617.627.3692

Boston Campus: 617.636.0392

Grafton Campus: 508.887.4392

#### 2. **Accessible Parking:**

For information regarding accessible parking on the Medford, Boston, and Grafton campuses, please contact the Department of Public Safety:

Medford Campus: 617.627.3030

Boston Campus: 617.636.6610

Grafton Campus: 508.839.5303

#### 3. **Campus Accessibility Maps:**

Medford Campus – page 15

Boston Campus – page 16

Grafton Campus –page 17

4. **Commencement Resources:** <http://commencement.tufts.edu/>

5. **AS&E Conference Bureau:** <http://ase.tufts.edu/conferences/>

## 6. Medford Accessibility Map

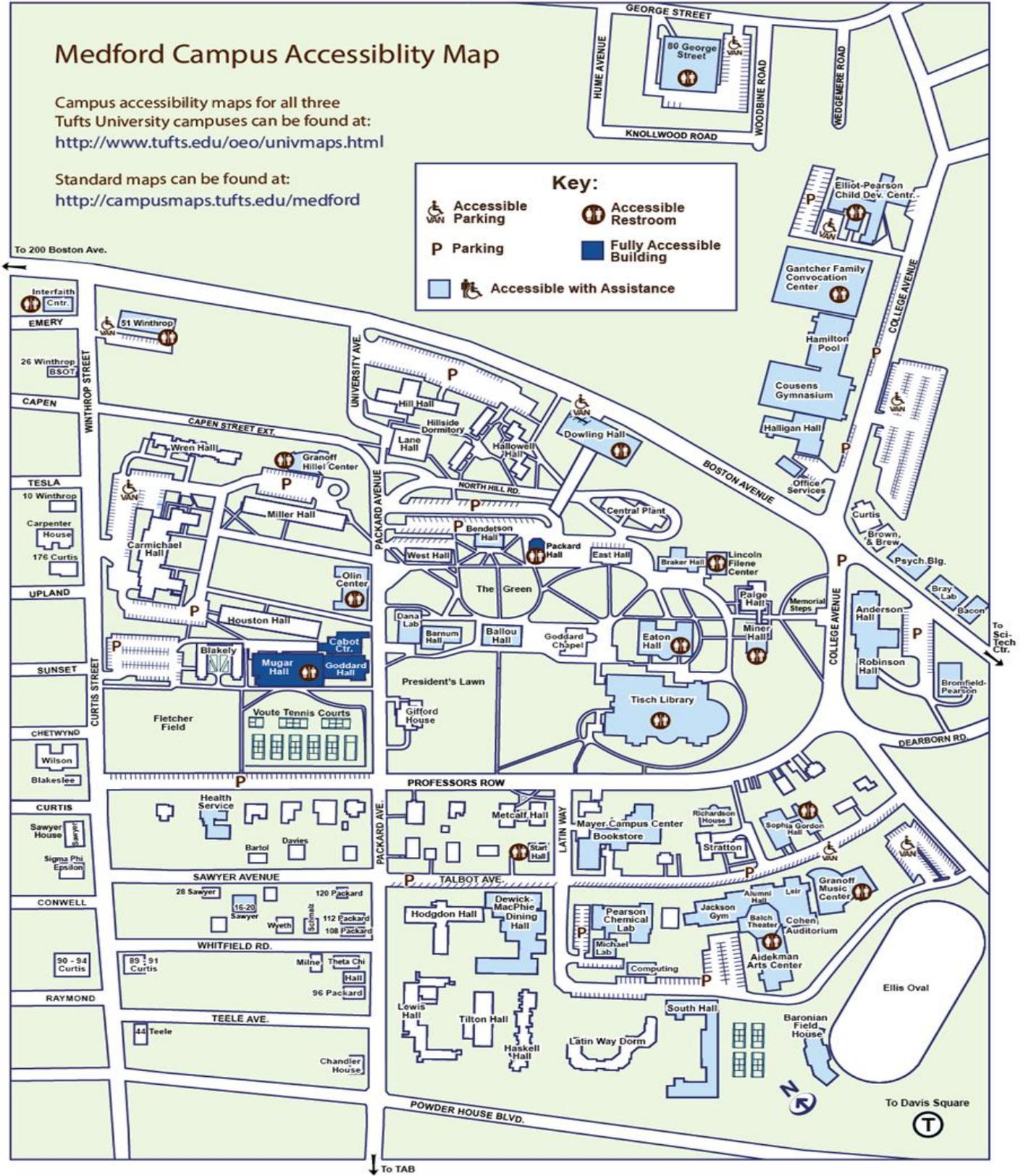
### Medford Campus Accessibility Map

Campus accessibility maps for all three Tufts University campuses can be found at:  
<http://www.tufts.edu/oeo/univmaps.html>

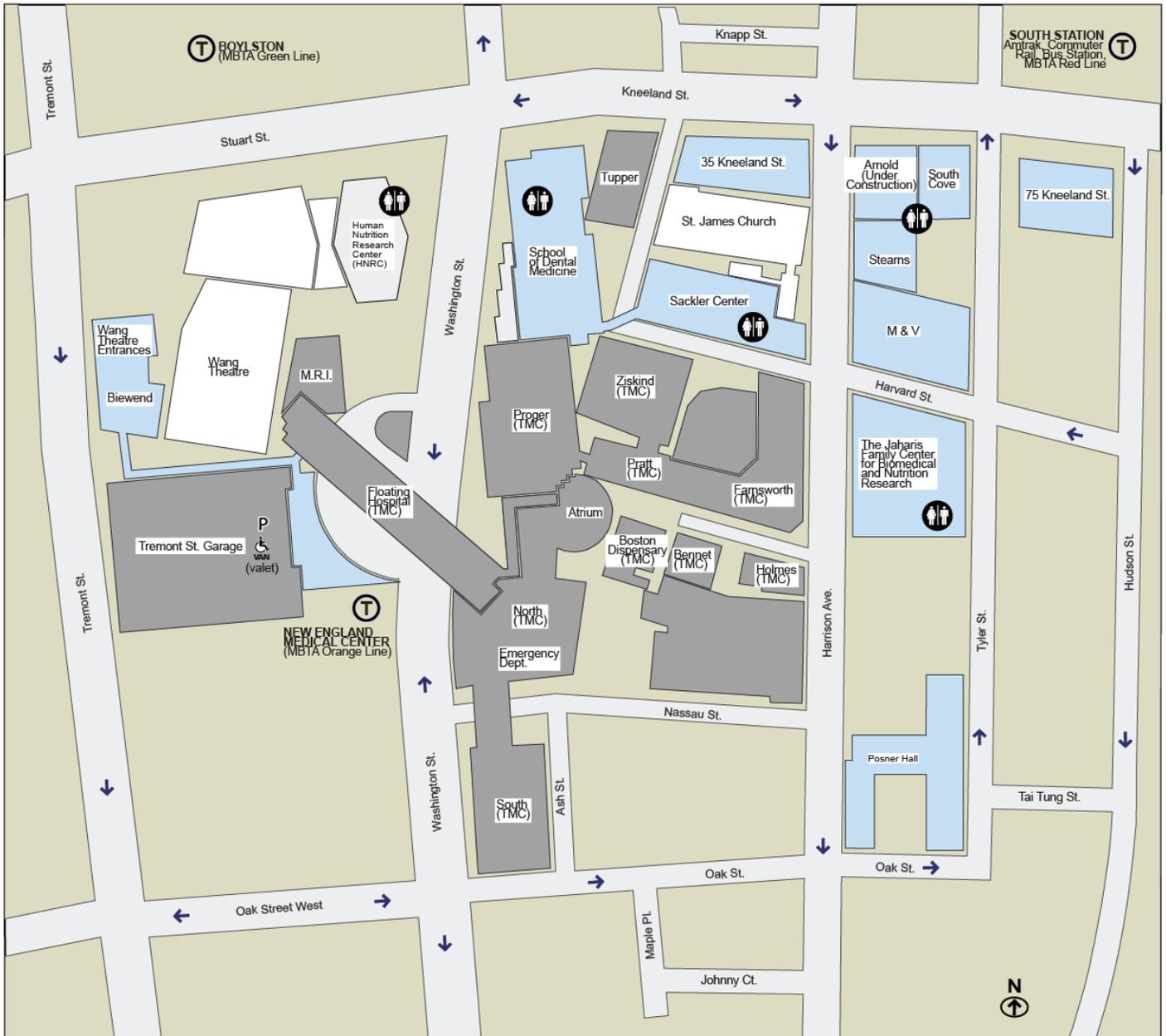
Standard maps can be found at:  
<http://campusmaps.tufts.edu/medford>

**Key:**

-  Accessible Parking
-  Parking
-  Accessible Restroom
-  Accessible with Assistance
-  Fully Accessible Building



## 7. Boston Accessibility Map



**Key:**

Accessible Parking	Accessible Restroom
<b>P</b> Parking	Fully Accessible Building
Tufts Medical Center Building (TMC)	Other Building
Accessible with Assistance	

\*Please Note the parking arrangements are not made directly with Tufts University. Valet Services can be reached at 617.636.8970 for hours of operation and additional information.



## VI. FREQUENTLY ASKED QUESTIONS

### ***A. Who is the University's ADA/Section 504 Officer and what role does s/he play at Tufts?***

Section 504 protects all qualified individuals with impairments who are involved in programs and activities that receive federal funding assistance from the US Department of Education. The ADA/ 504 Officer is responsible for ensuring University compliance with ADA, Section 504 and its regulations. You may contact the University's ADA/504 Officer, Jill Zellmer, at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

### ***B. How is the interactive process facilitated at Tufts?***

The interactive process is initiated when an employee, student, and/or Tufts community member requests a reasonable accommodation (see guidelines below for specific details regarding how requests should be submitted). The individual with a documented disability will work together with OEO, HR, or their academic leader to identify what accommodations may be reasonably implemented to eliminate barriers to equal access of employment for applicants and staff or to educational programs for students and community members. The interactive process analysis often includes a review of the individual's abilities and limitations and which academic requirements or job tasks pose difficulty for the person with the disability. Fundamental to the process is ensuring that the individual provides timely and sufficient medical documentation to enable the University to determine if the disability substantially limits a major life activity, and if so, what accommodation(s) may be reasonable and still permit the individual to meet the essential functions of the position or academic program.

### ***C. How are reasonable accommodations made?***

Accommodations are provided through an interactive process among the applicant/employee/student/community member and Tufts representatives. The individual requesting the accommodation may be asked to obtain documentation from his/her appropriate health care provider. Supporting documentation from an appropriate treatment provider may include:

- a diagnosis of the impairment and any accompanying test results;
- a connection between the nature of the disability and the requested accommodation;
- a detailed description of the specific impairment, functional limitations (with and without the use of mitigating measures such as treatment, aids, and medication), functional need, and the medical justification for such need; and
- a recommendation for the type and duration of the accommodation needed, as well as the rationale underlying the request "reasonableness."

Upon receiving and reviewing the appropriate documentation, a determination will be made by OEO (in the case of an employment request) or by the school (in the case of a classroom accommodation) regarding the individual's disability. In addition, a determination will be made by appropriate administrators about the disabled person's essential job functions and/or academic program requirements as they relate to the accommodation being requested. If you have any questions or concerns about this process, please contact the University ADA/504 Officer, Jill Zellmer, in OEO at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

***D. What should I do if I feel I have been discriminated against or harassed because of my identified disability?***

Students, staff, faculty and community members may report any alleged acts of discrimination or harassment based on disability by contacting Jill Zellmer, Director of OEO at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu). For further information on reporting incidents or filing an OEO complaint, visit [www.oeo.tufts.edu](http://www.oeo.tufts.edu).

***E. Where do I go if I have questions about this policy?***

Tufts University OEO and the University's ADA/504 Officer, Jill Zellmer, are responsible for enforcing the University's ADA policy. Please contact Jill Zellmer at OEO at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu) if you have questions about this policy.

# SEXUAL HARASSMENT POLICY

Office of Equal Opportunity

**Purpose:** To establish uniform guidelines to promote a work and educational environment at Tufts University that is free of discrimination and harassment and to provide a safe environment that fosters University compliance with federal and state laws pertaining to sexual harassment.

**Revised:** July 2012

**Applicability:** This policy applies to faculty, staff, applicants for employment, students and community members.

## **I. POLICY STATEMENT**

Sexual harassment violates the dignity of individuals. It is a form of discrimination that violates federal and state laws, including Title IX (discussed in more detail in the Sexual Misconduct Policy) and is prohibited at Tufts University. Tufts is committed to providing an education and work environment that is free from sexual harassment. The University's Office of Equal Opportunity (OEO) works to prevent and address sexual harassment through educational programs, training, and complaint resolution. Tufts encourages all members of the University community to report any concerns or complaints of sexual harassment to OEO. Reporting resources can be found at the beginning and end of this manual.

Managers, supervisors, faculty and other agents of the University are required by law to report allegations of sexual harassment to OEO or other reporting officer. If you have a question regarding your reporting responsibilities, please contact OEO. Agents of the University who fail to report allegations of sexual harassment may be subject to disciplinary action. Tufts University and OEO are mandated to respond promptly and appropriately to any allegations of sexual harassment that are brought to their attention.

## **II. DEFINING AND RECOGNIZING SEXUAL HARASSMENT**

### ***A. What is sexual harassment?***

Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature or conduct directed at a person because of his or her sex/gender when:

- such conduct is made an explicit or implicit condition of an individual's academic status or employment; or
- refusing or submitting to such conduct is used as basis for academic or employment decisions; or
- such conduct, whether verbal or physical, unreasonably interferes with an individual's academic or work performance by creating an intimidating, hostile, or sexually offensive environment in which to work or to learn.

In addition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. Similarly, direct or implied requests by an employee/faculty member to a student for sexual favors in exchange for actual or promised academic benefits such as favorable reviews, grades, standing, rank or any other favorable educational advancement constitutes sexual harassment.

### ***B. What are my rights under this policy?***

Tufts University staff, faculty, applicants, students, and community members have the right to work, learn and live in an environment that is free from sexual harassment. Any person who believes they have been sexually harassed by anyone affiliated with Tufts University has a right to file a complaint in OEO by contacting the office directly at 617.627.3298 or <http://oio.tufts.edu/>.

In addition, you may also report such conduct through the University's anonymous hotline, Ethicspoint, at 1.866.384.4277 or at <https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>.

Retaliation against any person involved in a sexual harassment complaint or investigation is against state and federal laws, and is a violation of Tufts University policy. If it is determined that any employee, student, or community member has retaliated against anyone involved in an investigation, they will be subject to disciplinary action, up to and including termination.

### ***C. Who could be involved in an incident of sexual harassment?***

Sexual harassment can occur between any individuals associated with the University. Those individuals can be of the same or different sexes, or of any gender identity or expression.

Sexual harassment can occur between people of unequal power or between peers. A complainant is a person who feels they have been sexually harassed and a respondent is a person who is being accused of sexual harassment. Any of the following people can be either a complainant or a respondent in a given situation: supervisors, employees, staff, faculty, students, professors, contractors, vendors, community members, and applicants for employment of academic admission.

A complainant does not have to be the direct recipient of the conduct but could be anyone affected and/or offended by the conduct.

### ***D. What actions constitute sexual harassment?***

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or a work place environment that is sexually hostile, offensive, intimidating, or humiliating may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness. The following are some examples of conduct, particularly when unwelcome, which may constitute sexual harassment:

- direct proposition of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work, academic or educational environment;
- unwelcome sexual advances -- whether they involve physical touching or not;
- sexual epithets or jokes; written or verbal references to sexual conduct; gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, experiences, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons, etc.;

- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments, threats, or innuendos of a sexual nature;
- unwanted physical contact such as touching, hugging, brushing against a person's body, impeding or blocking movements;
- gender harassment, including sexist statements and behavior that convey insulting, degrading, or sexist attitudes;
- persistent and unwanted requests for dates; unwelcome and inappropriate letters, telephone calls, email, texts, graphics, and other communications or gifts;
- direct or implied threats that indicate that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (verbal, written, email, text messages, etc.);
- the display of inappropriate sexually oriented materials in a location where others can view them; or
- sexual assault, attempted rape, or rape (please see next policy section on sexual assault and other sexual misconduct).

### ***E. Where does sexual harassment occur?***

Sexual harassment does not restrict itself to the workplace nor does it have to take place on University property. Sexual harassment could occur at any University sponsored program or activity regardless of the location. For example, sexual harassment could occur out of state, such as at a conference, off-site project, field placement, or at an externship.

### ***F. What can I do if I feel I have been sexually harassed?***

- If you feel comfortable enough, you may talk with the person, inform him or her of the unwelcome behavior, and ask that the behavior stop. Document the incident and the steps taken to resolve it. This step is not required, particularly if you do not feel safe in confronting the person for any reason.
- Staff/faculty may report it to any supervisor or manager, to OEO, to your HR Business Partner (HRBP), or to any sexual harassment resource person listed in this manual (see page 27).
- Students may report it to any University faculty member or University administrator that they trust. They may also report it to a Title IX Liaison (see list at the end of this policy), to OEO or to any sexual harassment resource person listed in this manual (see page 27).
- Community members may contact OEO, a Title IX Liaison, or any sexual harassment resource person listed in this manual (see page 27).

- You may call OEO directly at 617.627.3298 or <http://o eo.tufts.edu/> to file a complaint or come into the office, located on the Medford Campus, Ballou Hall, first floor.
- You may file a confidential and anonymous complaint through EthicsPoint at <https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html> or by calling EthicsPoint at 1.866.384.4277.

Note: Complaints that are submitted without identifying the Complainant make it difficult, if not impossible, to adequately investigate, respond or take appropriate action. Employees with complaints are strongly encouraged to contact OEO directly if there are specific concerns about filing a complaint. For concerns about retaliation please contact the Director of OEO, Jill Zellmer at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

### ***G. Where do I go if I have questions about this policy?***

Tufts University's OEO is responsible for enforcing the University's Sexual Harassment policy. Please contact the Director of OEO at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu) if you have questions about this policy.

OEO is located in Ballou Hall on the Medford Campus, first floor. You can call OEO at 617.627.3298 or visit <http://o eo.tufts.edu/>. You may file a complaint in person during office hours or call in advance to set up an appointment to meet elsewhere if you do not want to come in person to the OEO office.

## **III. RIGHTS AND RESPONSIBILITIES**

As a member of the Tufts community you have the right to work, learn, and live in an environment free from sexual harassment. All agents of the University are responsible for reporting incidents of possible sexual harassment. Managers, supervisors, and other agents of the University are required to promptly and appropriately (through means herein) report allegations of sexual harassment that are brought to their attention. If agents of the University do not report allegations of sexual harassment, they may be subject to disciplinary action.

### ***A. Duty to Report***

Managers, supervisors, faculty, and other agents of the University have a duty to report any known or alleged incidents of sexual harassment to OEO or through any means located in this manual. If it is known that an agent of the University knew and did not report allegations of sexual harassment, that individual may be subject to disciplinary action.

### ***B. Duty to Cooperate***

Faculty, staff, student employees, and students must cooperate with University investigations into sexual harassment. Refusal to cooperate with an investigation may result in disciplinary action.

### **C. Freedom from Retaliation**

Any member of the University community has the right to raise concerns about or file a complaint of sexual harassment without fear of retaliation. It is unlawful and it is a violation of University policy to retaliate against an individual for filing a complaint of sexual harassment or for cooperating in a sexual harassment investigation. Any person who retaliates against an individual reporting sexual harassment, filing a sexual harassment complaint, or participating in a sexual harassment investigation is subject to disciplinary action up to and including expulsion or termination by the University.

### **D. Confidentiality**

The University recognizes the importance of confidentiality and understands that some individuals filing complaints or involved in an investigation may want their identity to remain confidential. In some instances, the alleged harasser can be spoken to without the Complainant being identified. In other cases, issues of confidentiality must be balanced against the University's need to investigate and to take appropriate action. The University will respect the privacy and confidentiality of individuals involved in a sexual harassment investigation to the fullest extent possible.

## **IV. CONSEQUENCES OF SEXUAL HARASSMENT**

Sexual harassment affects the victim(s) of harassment and, by extension, the work and educational climate at Tufts University. The student or employee victim may suffer a diminished ability to work and/or study, which may have a lasting career impact or a loss of confidence in the University's ability to provide a comfortable and safe environment for work and learning. A student's educational goals may also be significantly affected if the student decides to avoid certain courses, change his or her area of study, or transfer to another institution.

In addition, sexual harassment impacts the University and the department(s) involved. The University and the department(s) may experience an atmosphere of fear, intimidation, declining work productivity, office morale, and/or a reputation for being unwelcome to certain students and employees.

A person found responsible for sexual harassment may face:

- student disciplinary action
- a letter of reprimand, usually a memo of serious concern from Human Resources
- denial of promotion
- demotion
- suspension
- termination

## V. SEXUAL ASSAULT CASES

Students who are survivors of sexual assault are highly encouraged to contact the Tufts University Police Department at the appropriate campus phone number below. Reporting an assault to TUPD does not require filing criminal charges; however, it does allow the University to assist and support the survivor. Sexual assault is an egregious form of sexual harassment and it is a crime. The University takes all allegations of sexual assault seriously. The University supports the right of the survivor of a sexual assault to decide how best to utilize various university, community, private and public support systems designated to address crimes of sexual assault. For a more detailed discussion of sexual assault pursuant to federal Title IX regulations, please see the Sexual Misconduct Policy located on [page 31](#) in this manual or go to <http://oeo.tufts.edu/> and locate the Sexual Misconduct Policy.

### Tufts University Police Department Phone Numbers:

- Medford Campus: 617.627.6911
- Boston Campus: 617.626.6911
- Grafton Campus: 508.839.5303

Students are also encouraged to contact Health Services and/or Counseling Services at the appropriate campus phone numbers and/or links. Please see the OEO Sexual Misconduct brochure for a comprehensive list of resources:

<http://oeo.tufts.edu/wp-content/uploads/Sexual-Misconduct-Brochure.pdf>

## VI. TITLE IX: CENTRAL REPORTING AND COORDINATION

Title IX regulations of the Education Amendments of 1972 require all university personnel to report any incident of sexual harassment, including sexual assault and other sexual misconduct, through any of the complaint filing options herein. This reported allegation(s) will be assigned to an investigator by and monitored by the University's Title IX Coordinator who is also the Director of OEO, Jill Zellmer.

Reported allegations should include the names and/or identities of the persons involved. Reports should include a description of the complaint and the schools or administrative units with which the participants are affiliated. These reports allow the Title IX Coordinator to identify patterns of frequency in a particular area or location within the University and report these findings to the University President on an annual basis and to coordinate compliance with federal regulations. For questions regarding Title IX, please call the Title IX Coordinator and Director of OEO, Jill Zellmer at 617.627.3298 or [jill.zellmer@tufts.edu](mailto:jill.zellmer@tufts.edu). For more information on the reporting and coordination of allegations of a sexual nature, reporting requirements and to whom reports can be filed, please refer to the Sexual Misconduct Policy on [page 31](#) of this manual.

**TUFTS UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) REPORTING LIAISONS**

**MEDFORD/SOMERVILLE CAMPUS**

<p>Alison A. Blackburn Senior Director of Human Resources &amp; Talent Mgmt 617.627.6272 <a href="mailto:Alison.Blackburn@tufts.edu">Alison.Blackburn@tufts.edu</a></p>	<p>Margery W. Davies Director of Diversity Education &amp; Development School of Arts, Sciences &amp; Engineering 617.627.3385 <a href="mailto:Margery.Davies@tufts.edu">Margery.Davies@tufts.edu</a></p>	<p>Steph L. Gauchel Director, Women's Center School of Arts, Sciences &amp; Engineering 617. 627.4640 <a href="mailto:Steph.Gauchel@tufts.edu">Steph.Gauchel@tufts.edu</a></p>
<p>Laurie Hurley Director of Admissions The Fletcher School 617.627.2410 <a href="mailto:Laurie.Hurley@tufts.edu">Laurie.Hurley@tufts.edu</a></p>	<p>Doreen L. Long Associate Director of Residential Life &amp; Learning School of Arts, Sciences &amp; Engineering 617.627.5247 <a href="mailto:Doreen.Long@tufts.edu">Doreen.Long@tufts.edu</a></p>	<p>Inez McCarthy Faculty Affairs Officer School of Arts, Sciences &amp; Engineering 617.627.3708 <a href="mailto:Inez.McCarthy@tufts.edu">Inez.McCarthy@tufts.edu</a></p>
<p>Mindy Nierenberg Senior Student Programs Manager Tisch College 617.627.4159 <a href="mailto:Mindy.Nierenberg@tufts.edu">Mindy.Nierenberg@tufts.edu</a></p>	<p>Leah Sauerstrom Manager Engineering Project Development Center School of Engineering 617.627.4525 <a href="mailto:Leah.Sauerstrom@tufts.edu">Leah.Sauerstrom@tufts.edu</a></p>	<p>Branwen C. A. Smith-King Assistant Director Athletics School of Arts, Sciences &amp; Engineering 617.627.3798 <a href="mailto:Branwen.Smith-King@tufts.edu">Branwen.Smith-King@tufts.edu</a></p>

**BOSTON CAMPUS**

<p>Robin Glover Associate Dean Public Health &amp; Professional Degree Programs 617.636.2497 <a href="mailto:Robin.Glover@tufts.edu">Robin.Glover@tufts.edu</a></p>	<p>Stacey Herman Associate Dean of Student Affairs Friedman School of Nutrition Science &amp; Policy 617.636.3711 <a href="mailto:Stacey.Herman@tufts.edu">Stacey.Herman@tufts.edu</a></p>	<p>Janet Kerle Associate Dean of Students School of Medicine 617.636.6534 <a href="mailto:Janet.Kerle@tufts.edu">Janet.Kerle@tufts.edu</a></p>
<p>Kathryn Lange Associate Dean The Sackler School 617-636-6767 <a href="mailto:Kathryn.Lange@tufts.edu">Kathryn.Lange@tufts.edu</a></p>	<p>Roger Lee HR Business Partner Human Nutrition Research Center on Aging 617.556.3375 <a href="mailto:Roger.Lee@tufts.edu">Roger.Lee@tufts.edu</a></p>	<p>Katherine Vosker Associate Dir. of Student Affairs School of Dental Medicine 617.636.0887 <a href="mailto:Katherine.Vosker@tufts.edu">Katherine.Vosker@tufts.edu</a></p>

Sabrina Williams  
Director of Human Resources for Boston & Grafton  
617.636.6600  
[Sabrina.Williams@tufts.edu](mailto:Sabrina.Williams@tufts.edu)

**GRAFTON CAMPUS**

<p>Barbara Berman Assistant Dean of Student Affairs The Cummings School 508.887.4725 <a href="mailto:Barbara.Berman@tufts.edu">Barbara.Berman@tufts.edu</a></p>	<p>Lucia Hackett Human Resources Business Partner The Cummings School 508.839.7975 x87975 <a href="mailto:Lucia.Hackett@tufts.edu">Lucia.Hackett@tufts.edu</a></p>	<p>Patricia Provost Assistant Professor The Cummings School 508.839.7926 x84829 <a href="mailto:Patricia.Provost@tufts.edu">Patricia.Provost@tufts.edu</a></p>
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## **VI. OEO GRIEVANCE PROCEDURES**

The faculty grievance process and procedures link for Arts, Sciences & Engineering faculty is <http://ase.tufts.edu/faculty-meetings/2011-2012/ase/03-28-12/proposedRevisionsToAS&EgrievanceProcedures.pdf>

Faculty grievance process and procedures for others schools can be found in each School's Student Handbook.

## **VII. OTHER RESOURCES**

### ***A. For Employees and/or Community Members:***

#### **I. The Office of Equal Opportunity (OEO) for Tufts University**

<http://o eo.tufts.edu/> or 617.627.3298

Tufts University prohibits sexual harassment and all forms of sexual misconduct. Please refer to [page 42](#) for all the ways in which you can file such a complaint. There is no statute of limitations to file a complaint at Tufts. However, please understand that our response to a complaint may be more limited in scope by the very nature of the length of time between the alleged incident and the report of the incident.

#### **2. Massachusetts Commission against Discrimination (MCAD)**

John McCormack Building  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
617.994.6000

The MCAD prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days.

#### **3. Equal Employment Opportunity Commission (EEOC)**

JFK Federal Building  
475 Government Center  
Boston, MA 02203  
800.669.4000

The EEOC prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days.

### ***B. For Tufts University Students:***

#### **I. The Office of Equal Opportunity (OEO) for Tufts University**

<http://o eo.tufts.edu/> or 617.627.3298

Tufts University prohibits sexual harassment and all forms of sexual misconduct. Please refer to [page 42](#) for all the ways in which you can file such a complaint. There is no statute of

limitations to file a complaint at Tufts. However, please understand that our response to a complaint may be more limited in scope by the very nature of the length of time between the alleged incident and the report of the incident.

**2. Any Tufts University Title IX Liaison (see list below):**

If you do not believe that this matter was escalated or handled appropriate by the Tufts University employee whom you told, please contact Jill Zellmer, Director of the Office of Equal Opportunity at 617.627.3298 or [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu).

<b>TUFTS UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) REPORTING LIAISONS</b>		
<b>MEDFORD/SOMERVILLE CAMPUS</b>		
Alison A. Blackburn Senior Director of Human Resources & Talent Mgmt. 617.627.6272 <a href="mailto:Alison.Blackburn@tufts.edu">Alison.Blackburn@tufts.edu</a>	Margery W. Davies Director of Diversity Education & Development School of Arts, Sciences & Engineering 617.627.3385 <a href="mailto:Margery.Davies@tufts.edu">Margery.Davies@tufts.edu</a>	Steph L. Gauchel Director, Women's Center School of Arts, Sciences & Engineering 617. 627.4640 <a href="mailto:Steph.Gauchel@tufts.edu">Steph.Gauchel@tufts.edu</a>
Laurie Hurley Director of Admissions The Fletcher School 617.627.2410 <a href="mailto:Laurie.Hurley@tufts.edu">Laurie.Hurley@tufts.edu</a>	Doreen L. Long Associate Director of Residential Life & Learning School of Arts, Sciences & Engineering 617.627.5247 <a href="mailto:Doreen.Long@tufts.edu">Doreen.Long@tufts.edu</a>	Inez McCarthy Faculty Affairs Officer School of Arts, Sciences & Engineering 617.627.3708 <a href="mailto:Inez.McCarthy@tufts.edu">Inez.McCarthy@tufts.edu</a>
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TUFTS UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) REPORTING LIAISONS		
<b>BOSTON CAMPUS (cont'd)</b>		
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<b>GRAFTON CAMPUS</b>		
Barbara Berman Assistant Dean of Student Affairs The Cummings School 508.887.4725 <a href="mailto:Barbara.Berman@tufts.edu">Barbara.Berman@tufts.edu</a>	Lucia Hackett Human Resources Business Partner The Cummings School 508.839.7975 x87975 <a href="mailto:Lucia.Hackett@tufts.edu">Lucia.Hackett@tufts.edu</a>	Patricia Provost Assistant Professor The Cummings School 508.839.7926 x84829 <a href="mailto:Patricia.Provost@tufts.edu">Patricia.Provost@tufts.edu</a>

**3. U.S. Department of Education (DOE)**

Office for Civil Rights (OCR)  
 5 Post Office Square  
 Eighth Floor  
 Boston, MA 02109-3921  
 617-289-0111

The DOE and the OCR prohibit sexual harassment and sexual misconduct in academic programs, including sexual assault. The statute of limitations for filing a complaint is 300 days.

# SEXUAL MISCONDUCT/SEXUAL ASSAULT POLICY

Office of Equal Opportunity

**Purpose:** To establish a work and educational environment at Tufts University that is free from Sexual Misconduct, which includes sexual harassment, sex/gender discrimination, sexual assault, rape, and other gender-based misconduct, through uniform guidelines to promote and foster a safe climate as well as University compliance with federal and state law pertaining to Sexual Misconduct, including Title IX.

**Revised:** July 2012

**Applicability:** Sexual Misconduct (including sexual harassment and sex/gender discrimination) is prohibited by University policy, as well as state and federal law, including Title IX. Title IX rights and responsibilities apply to students, faculty, staff, visitors, and other community members.

## I. POLICY STATEMENT

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs as it effectively bars the victim's access to educational opportunities or benefits. Discrimination under Title IX includes sexual harassment, sex/gender discrimination, sexual assault, rape, and other gender-based misconduct. Stalking and relationship violence can also constitute discrimination under Title IX when the conduct is gender-based. All of this conduct is generally referred to as "Sexual Misconduct." Tufts University is committed to providing a campus environment free of Sexual Misconduct as reflected in this policy. Tufts University is especially committed to addressing sexual assault which is a crime of violence that is never acceptable and will not be tolerated. It is the responsibility of the Tufts' Office of Equal Opportunity (OEO) to make inquiries into reports of Sexual Misconduct on behalf of the University and to conduct formal investigations under the Sexual Misconduct Adjudication Process (SMAP).

The University takes all allegations of Sexual Misconduct seriously and is committed to providing information, resources, and clear direction to the members of the Tufts community so that together we can help prevent and address this conduct. The University will always respond to allegations of Sexual Misconduct, to the best of its ability, to stop prohibited conduct, prevent its recurrence and address any lingering effects on campus from the conduct. However, the University affirms the right of victim/survivors to decide whether they wish to be involved in any of the University's processes to address Sexual Misconduct. Tufts University is also committed to assisting victims/survivors of Sexual Misconduct through various available support services. The University encourages those who wish to receive confidential support services regarding Sexual Misconduct to seek assistance from counseling or mental health services and/or to seek medical attention.

Retaliation against anyone who reports an incident of Sexual Misconduct, brings forward a complaint or who in anyway participates in an inquiry or investigation of Sexual Misconduct is strictly prohibited. Any person responsible for, or involved in, retaliation will be subject to disciplinary action by the University.

## II. DEFINING AND RECOGNIZING SEXUAL MISCONDUCT

Sexual Misconduct is a broad term used to encompass unwelcome behavior of a sexual nature that is prohibited by Title IX and Tufts University. The term Sexual Misconduct includes (but is not limited to) behaviors often described as sexual harassment, sex/gender discrimination, sexual assault, rape, stalking, and relationship violence. It is a violation of this Policy to commit these acts or to attempt to commit them, as well as a violation of applicable federal and state law (including Title IX). Sexual Misconduct can occur in any sex or gender configuration (i.e. between the opposite sex or the same-sex) regardless of sex and gender identity. Sexual Misconduct may vary in its severity and consists of a range of behaviors including, but not limited to, the following categories:

### A. *Sexual Assault*

1. Non-Consensual Sexual Contact/Activity
2. Forced Sexual Contact/Activity

3. Non-Consensual Sexual Intercourse/Penetration (Rape)

4. Forced Sexual Intercourse/Penetration (Rape)

B. *Sexual Exploitation*

C. *Sexual Harassment*

D. *Sex and/or Gender Discrimination*

E. *Stalking (When Gender-Based)*

F. *Relationship Violence (When Gender-Based)*

## **A. Sexual Assault**

Sexual Assault is the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs without the consent (as defined below) of one or both individuals, when one of the individuals is incapacitated or incapable of giving consent (as defined below), or occurs with the use of force (as defined below). An “acquaintance” can include close friends, intimate partners, family members, classmates, or can be someone you just met. Victims/survivors and the accused can be of any sex/gender, sexual orientation and/or sexual identity. There are many degrees and forms of sexual assault including, but not limited to, the following:

### **I. Non-Consensual Sexual Contact/Activity is:**

- any intentional sexual touching;
- however slight;
- with any object;
- by a person upon another person;
- without consent or upon a person unable to consent (as defined below).

Examples of Non-Consensual Sexual Contact/Activity include (but are not limited to): touching of an unwilling or non-consensual person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one’s own intimate parts; making an unwilling person touch you or another; or any intentional bodily contact in a sexual manner, even if it does not involve breasts, buttocks, groin, genitals, mouth, or other orifice.

Sexual contact/activity with a person who is incapacitated (by use of drugs, alcohol, or any other means) or otherwise unable to consent (i.e. asleep, mentally impaired, etc.) is always considered non-consensual. See the definitions of *consent* and *incapacity* below for more information.

### **2. Forced Sexual Contact/Activity is:**

- any sexual touching committed against the will of another or by force (as defined below);
- however slight;
- with any object;
- by a person upon another person.

Examples of Forced Sexual Contact/Activity include (but are not limited to): using force (as defined below) to intentionally touch an unwilling person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touch an unwilling person with one's own intimate parts; or to make an unwilling person touch you or another; or any intentional bodily contact in a sexual manner, even if it does not involve breasts, buttocks, groin, genitals, mouth or other orifice.

### **3. Non-Consensual Sexual Intercourse/Penetration (Rape) is:**

- any sexual intercourse or penetration (anal, oral or vaginal);
- however slight;
- with any object;
- by a person upon another person;
- without consent or upon a person unable to consent (as defined below).

Examples of Non-Consensual Sexual Intercourse/Penetration (rape) include (but are not limited to): unwilling or non-consensual penetration (oral, anal or vaginal) with any object or body part. This includes, but is not limited to penetration of a bodily opening or cavity without consent or subjecting an unwilling person to intercourse/penetration.

Sexual intercourse/penetration with a person who is incapacitated (by use of drugs, alcohol or any other means) or otherwise unable to consent (i.e. asleep, mentally impaired, etc.) is always considered non-consensual. See the definitions of *consent* and *incapacity* below for more information.

### **4. Forced Sexual Intercourse/Penetration (Rape) is:**

- sexual intercourse or penetration (anal, oral or vaginal);
- against the will of another or by the use of force (as defined below);
- however slight;
- with any object;
- by a person upon another person.

Examples of Forced Sexual Intercourse/Penetration (rape) include (but are not limited to): intentional penetration (oral, anal, or vaginal) with any object or body part that is carried out by the use of force (as defined below). This includes, but is not limited to, penetration of a bodily opening or cavity or subjecting an unwilling person to intercourse/penetration.

## **B. Sexual Exploitation**

Sexual Exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another, for his/her own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited and that behavior does not otherwise constitute non-consensual sexual contact/activity, non-consensual sexual intercourse/penetration, or sexual harassment.

There are many degrees and forms of Sexual Exploitation including, but not limited to, the following:

### I. Photographing or Video/Audio Taping Of Sexual Contact/Activity

Photographing or taping someone (via audio, video or otherwise) involved in sexual activity, sexual intercourse/penetration, or in a state of undress, without their knowledge or consent (as defined below) constitutes prohibited Sexual Exploitation in violation of this policy. Even if a person consented to the sexual activity or intercourse/penetration, photographing or taping someone without their knowledge goes beyond the boundaries of that consent. The dissemination of photographs or video/audio of someone involved in sexual activity, intercourse/penetration, or in a state of undress, without their knowledge or consent, constitutes a separate and additional act of Sexual Exploitation.

*Examples:*

- Isaac and Carla, both students, have been dating for two weeks and have engaged in consensual sex. One Saturday night, Isaac convinces Carla to come to his room. Carla does not know that Isaac has concealed a video camera in his room. Isaac tapes their consensual sexual intercourse without Carla’s knowledge or permission. It is the videotaping, not the consensual sex, that violates this Policy.
- At Miriam’s request, Jessica has been texting naked photographs of herself to Miriam. Without Jessica’s knowledge, Miriam has been posting these photographs on her blog and sharing them with her friends. Miriam’s sharing of those photographs without Jessica’s consent is Sexual Exploitation.

<b>Behavior</b>	<b>Result</b>
Images or recordings were <u>taken with consent</u> but concerns have been raised about possible dissemination.	<b>There is <u>no policy violation</u></b> as there is no issue of consent. The student in possession of the material may be <b>reminded</b> that the dissemination of those materials without consent would be a policy violation.
Images or recordings were <u>disseminated with consent</u> but now there are concerns about possible further dissemination.	
Images or recordings were <u>taken without consent</u> .	<b>This is a <u>policy violation</u></b> if a lack of consent is found through an investigation. Discipline will be issued for that conduct through Sexual Misconduct Adjudication Process.
Images or recordings were <u>disseminated without consent</u> .	Respondent would also be <b>reminded</b> that dissemination of those materials without consent would be a further policy violation.

## 2. Voyeurism:

Voyeurism is the act of observing someone involved in sexual contact/activity, sexual intercourse/penetration or in a state of undress, without their knowledge or consent.

*Examples:*

- Omar and Gloria have been “hooking up” for two weeks, engaging in consensual sex. On Saturday night, Omar brings Gloria to his room to “hook up” again. Gloria does not know that Omar has concealed his friends, Liam and Foster, in the closet in his room. Liam and Foster watch through a crack in the door as Omar and Gloria engage in consensual sexual intercourse. All three males, who are students, have engaged in Sexual Exploitation.
- Ali and Sam, both students, realize that an all-female Residence Hall backs onto a wooded area, and that the people who live in the rooms that face the back rarely draw their shades because of the private setting. Ali and Sam take up station in two trees in the woods and observe many students in various states of undress. Both students have engaged in Sexual Exploitation.

## 3. Inducing Intoxication/Incapacitation For The Purpose Of Sexual Activity:

Offering drugs, alcohol or other substances to a person, with or without their knowledge, with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity or intercourse/penetration is a violation of this policy. This type of conduct constitutes Sexual Exploitation regardless of whether sexual activity or intercourse/penetration actually takes place.

*Examples:*

- Andre meets Kim at a party. He offers her punch to drink but does not tell her it is spiked with grain alcohol. Kim is unable to detect the alcohol in the punch. Andre intends to get Kim intoxicated and engage in sexual intercourse with her later, in violation of this Policy.
- Nadir and Julia are drinking at a party. Nadir is giving her Jell-O shots, and after a few, it is clear to Nadir that Julia does not understand how much alcohol she is consuming. Nadir continues to encourage Julia to take more shots, intending to engage in sexual contact with her later. Nadir inducing Julia to consume alcohol to impair her ability to withhold consent to sexual activity constitutes Sexual Exploitation.
- Seth meets Ken at a bar. While he is not looking, Seth slips GHB, Rohypnol, Scopolamine, Burundanga, Ketamine, or another sedative or “date rape” drug\* into Ken’s drink. When Ken begins to experience the effects of the drugs, Seth takes

him home with the plan to engage in sexual activity with him. Seth's use of drugs to take sexual advantage of Ken is Sexual Exploitation.

\*Please note that the possession, use, and/or distribution of any of these substances is prohibited, and administering one of these drugs to another person is a violation of this Policy.

### **C. Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature that interferes with a person's educational and work environment. Sexual Harassment is a form of discrimination that violates federal and state laws (including Title IX) and is prohibited by Tufts University. Tufts is committed to providing an educational and work environment that is free from sexual harassment. For more information on this this type of Sexual Misconduct, please see Tufts' Sexual Harassment Policy.

### **D. Sex and/or Gender Discrimination**

Sex and/or gender discrimination is the unfair or unequal treatment of an individual (or group) based on sex or gender which violates federal and state law (including Title IX). Tufts University also prohibits discrimination based on sexual orientation, gender identity and/or gender expression. Tufts is committed to providing an educational and work environment that is free from sex and/or gender discrimination. For more information on this this type of Sexual Misconduct, please see Tufts' Non-Discrimination Policy.

### **E. Stalking (When Gender-Based)**

Stalking involves an intentional course of repeated conduct or behavior over a period of time, directed at a specific person, which causes a person to feel alarm, annoyance, emotional distress and/or fear. Stalking and cyber stalking are behaviors prohibited by Massachusetts law. Stalking can also constitute a violation of the Sexual Misconduct Policy when the conduct involves a Tufts student and is gender-based. For more information regarding stalking, please visit the websites for TUPD (<http://publicsafety.tufts.edu/police/about-tupd/>), OEO (<http://oeo.tufts.edu/>) or Health Services (<http://ase.tufts.edu/healthservice/>).

#### **1. What Is Stalking?**

Stalking is defined as persistent, unwanted and repeated harassing behavior, such as:

- Following a person
- Appearing at a person's home, class or work
- Making frequent phone calls, e-mails, texts messages, etc.
- Leaving written messages or objects
- Vandalizing a person's property

#### **2. Who Are Victims Of Stalking?**

Anyone can be stalked. A few victims are picked at random by their stalker, but most stalking victims know their stalker, usually having had some type of interaction or relationship. The perpetrator can be an intimate partner or former partner, classmate, roommate, or any other acquaintance. A victim can be stalked for several days or for many years. The stalker's actions can also affect family, friends, and coworkers. Stalking can occur in person or through mail,

electronic mail, text messaging, instant messaging, telephone, facsimile, social websites (Facebook, Twitter, My Space, Tumblr, etc.), or other internet communications. Claiming that stalking conduct is common or accepted within a particular social or religious context does not constitute an adequate defense against a complaint of stalking.

### **3. Examples of Gender-Based Stalking:**

- Every time Nina went to class, Victor, another student, would sit next to her. Victor kept trying to talk to Nina even though she told him she was not interested in him. Victor then started showing up everywhere that Nina went—outside her residence hall, in the Campus Center and in the library. Victor began threatening to “make” Nina go out with him. If Victor continues to pursue this conduct, his action may constitute stalking in violation of this Policy.
- Carlos dated Eva, a graduate student, a couple of times but eventually stopped seeing her. Then Eva began sending Carlos multiple e-mails a day. Carlos changed his e-mail address but somehow Eva found out his new address and began sending even more e-mails. Carlos wishes Eva would stop, but he is not sure what to do. Eva is cyber-stalking Carlos in violation of this Policy.
- Two weeks ago, Noelle found an anonymous “secret admirer” note that someone had left on one of her books in the library while she was studying. Last week, while studying in the campus center, Noelle got up to stretch. When she returned, Noelle found a cup of coffee with a note saying “I am always watching you.” This morning Noelle found flowers outside of her dorm room. Noelle and her friends do not know who is doing this, but it is starting to feel creepy and may be gender-based stalking in violation of this Policy.

## **F. Relationship Violence (When Gender-Based)**

Relationship violence is intentionally violent or controlling behavior by a person who is currently or was previously in a relationship with the victim. Relationship violence includes actual or threatened physical injury, sexual assault, psychological abuse, economic control, and/or progressive social isolation. Relationship violence occurs in all type of relationships (i.e. heterosexual, same sex or any other type of relationship). Relationship violence may constitute a violation of the Sexual Misconduct Policy when it involves a Tufts student and the conduct is gender-based. For more information on relationship violence, please visit the websites for TUPD (<http://publicsafety.tufts.edu/police/about-tupd/>), OEO (<http://o eo.tufts.edu/>) or Health Services (<http://ase.tufts.edu/healthservice/>).

### **I. What is Relationship Violence?**

Relationship Violence can include, but is not limited to:

- physical or emotional abuse
- controlling/possessive behavior
- making you feel like: you are walking on eggshells; you have to call your friends in secret; you must dress a certain way

## 2. Examples of Gender-Based Relationship Violence:

- Gen's boyfriend Travis yelled at her today for being late for lunch. Travis grabbed Gen's arm and pulled her out of the dining hall. Gen was humiliated. Later Travis said he was so sorry for embarrassing Gen. Gen says things are okay now but she wonders when it will happen again.
- Kelly and Jordan, both students, have been dating since the beginning of the school year. Jordan always criticizes Kelly's weight in front of others, calling her "fatty." If Kelly gets upset about it, Jordan gets angry with her for being oversensitive. Kelly has lost a lot of weight recently and has started checking with Jordan before eating. Kelly has stopped hanging out with her friends since Jordan does not like them. Jordan is becoming more and more possessive with Kelly and she has started doing whatever Jordan asks just to "keep the peace."
- Tony and Aaron have been dating for a month. Tony, a student, has always been jealous, but now he becomes angry when he does not know where Aaron is. He tells Aaron that he will kill him if he ever cheats on him. Tony also told Aaron that he would kill himself if Aaron ever left him. The other day, Tony slapped Aaron when he was angry with him. Aaron is becoming more and more afraid of Tony, but he feels trapped and does not know what to do.

## III. ADDITIONAL DEFINITIONS

### A. Consent

#### I. What is Consent?

Consent is an informed, knowing, and voluntary decision to engage in mutually acceptable sexual activity. Consent is active, not passive. Signals of consent must be part of a mutual and ongoing process, offered freely and knowingly. Consent can be given by words or actions as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to make sure that he/she has consent from any other person(s) involved.

It is important to remember:

- Silence, by itself, cannot constitute consent.
- Consent to one sexual act does not constitute or imply consent to a different sexual act.
- Previous consent cannot imply consent to future sexual acts. Consent is required regardless of the parties' relationship status or sexual history together.
- A verbal "no," even if it may sound indecisive or insincere, always indicates a lack of consent.

Consent cannot be obtained by use of force (as defined below), which includes coercion.

## 2. Consent Can Never Be Given By:

- a. Someone who is incapacitated. A person can be incapacitated through the use of drugs, alcohol or any other intoxicating substance, or when they are unconscious or asleep. It is a violation of the Sexual Misconduct Policy (and Massachusetts law) to engage in sexual activity with someone you **know** or **should know** is incapacitated. See the definition of *incapacity* below for more information.
- b. Someone under the legal age of consent. The legal age of consent in Massachusetts is sixteen (16). It is a *per se* violation of the Sexual Misconduct Policy (and Massachusetts law) to engage in sexual activity with a person who is under the age of consent, regardless of whether the person was a willing participant in the conduct.
- c. Someone who is mentally disabled. Certain mental disabilities can cause a person to be unable to knowingly consent to sexual activity. It is a violation of the Sexual Misconduct Policy to engage in sexual activity with a person whose mental disability renders them incapable of giving consent and the disability is **known** or **should have been known** to the non-disabled sexual partner. Under these circumstances, the conduct is non-consensual regardless of whether the person appeared to be a willing participant.

## 3. Use of Alcohol or Drugs:

A person who has consumed alcohol and/or drugs still has a responsibility to obtain *ongoing* consent for any sexual activity with another person. The use of alcohol or other drugs by the person initiating sexual activity will never be accepted as an excuse for failing to obtain consent.

## B. Force

Force may never be used to make someone submit or to complete sexual activity. The use of force to cause someone to engage sexual activity is, by definition, non-consensual contact.

The term “Force” includes the use of any of the following:

### 1. Physical Force, Violence, the Presence of a Weapon

*Example:* Jared and Maya return to his room after a party. They consensually begin kissing and touching each other. Jared wants to have sex, but Maya says she does not want to go that far. When Maya tries to get off the bed, Jared pushes her down and they have sex. Jared’s use of force renders the sexual intercourse non-consensual and is a violation of this Policy.

### 2. Threats or Harassment

*Example:* Ian and Sean are friends who meet at a party. Ian confides in Sean that he has recently “come out” to a few friends, but most people do not know. Ian worries how people will react if they knew. As the evening progresses, Sean and Ian start kissing. Sean wants to have sex, but Ian tells him he is not ready for that. Sean threatens to “out” Ian on Facebook if he does not have sex with him. Out of fear, Ian submits to Sean although he does not want to. Any sexual activity that then occurs is forced sexual contact or intercourse/penetration in violation of this Policy.

### **3. Intimidation, Abuse of Power or Authority, Implied Threats**

*Example:* Josh is a popular senior and the captain of a sports team on campus. He has brought Sofia, who is a new female athlete at school, to a party. Sofia would not have been able to get into the party if it was not for Josh's influence. Later in the evening, Sofia wants to leave, but Josh blocks her way with his body. He is significantly bigger than she is and she cannot get around him. Josh starts to kiss and touch Sofia, but she tells him to stop. Josh tells Sofia he can make sure she gets into all the big parties on campus this year which would help her relationship with her new teammates (implying he could turn the team against her). Sofia does not want to be with Josh but she is worried about the impact he could have on her social and sports life if she refuses. If Sofia submits to Josh out of his implied threats and abuse of his status, it may constitute forced sexual contact/activity in violation of this Policy.

### **4. Coercion or Duress**

*Example:* Erin recently lost one of her parents and has been having a hard time this semester. Kyle, a friend of Erin's, comes to her room to watch a movie with her. When Erin starts crying and becomes upset, Kyle hugs and comforts her. Eventually Erin and Kyle start kissing and touching one another. Erin wants to stop but Kyle tells her "you've made me so hot, how can you stop now?" When Erin tells Kyle she wants to be alone, Kyle asks what kind of a friend Erin is to leave him like this, especially when he came over to help her. Erin is confused and emotionally vulnerable. Kyle implies that she "owes him sex" after all he has done to support her. Kyle continues to pressure and cajole Erin until she eventually submits to his advances. Kyle's conduct constitutes forced sexual contact/activity in violation of this Policy.

### **C. Incapacity**

Incapacity is a mental or physical state in which a person cannot make a rational, reasonable decision because they lack the ability to understand the consequences of their actions. Incapacity literally means the inability to fully understand what is happening. First responders will assess someone's capacity or incapacity through the use of common questions such as "What is your name?", "Do you know where you are?", "Do you know what day it is?", and "Do you know how you got here?". This is called being oriented to person, place, time and event. Someone who cannot answer some or all of these questions accurately may lack the ability to make rational, reasonable judgments as a result of consuming alcohol, drugs or other intoxicating substances. A person may also be incapacitated because they are unconscious or asleep. In all of these situations, a person is incapacitated and therefore unable to consent to sexual activity. It is a violation of the Sexual Misconduct Policy (and Massachusetts law) to engage in sexual activity with a person who is incapacitated, regardless of whether the person appeared to be a willing participant. If there is any question regarding whether a person may be incapacitated, it is best not to engage in sexual activity with that person.

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**When in doubt, don't.**

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## **IV. REPORTING SEXUAL MISCONDUCT**

If you have experienced any of the behaviors that have been described in this Policy, the University encourages you to seek help and support by reporting the conduct. Reporting Sexual Misconduct can be difficult, and victims/survivors (or witnesses to such behavior) may experience a multitude of emotions when considering whether or not to report the conduct. However, the University encourages victims/survivors (or witnesses to such behavior) to prioritize their personal safety and physical/emotional well-being. It is important for victims/survivors to maintain their own health and safety. It is also important to report the conduct so that steps can be taken to prevent this from happening to anyone else. Multiple support resources and reporting options are provided by Tufts and are outlined below.

Witnesses and victim/survivors should be assured that the focus in matters of Sexual Misconduct is always on the reported behavior, not on whether someone was using alcohol or drugs at the time. Individuals are encouraged to come forward and report such conduct regardless of the surrounding circumstances. In situations involving allegations of Sexual Misconduct, Tufts University will, to the extent allowed by applicable laws and University policy, seek to make the Sexual Misconduct allegation the primary focus of any investigation or disciplinary action, understanding that the University will exercise leniency regarding any secondary conduct violations.

Once concerns of safety and personal well-being have been addressed, the University can offer additional support services to assist a victim/survivor (i.e. stay away requests, schedule changes, housing changes, academic support). The University also offers a disciplinary process through which such conduct can be addressed, known as the Sexual Misconduct Adjudication Process (SMAP). A victim/survivor should also know that they may have options to bring criminal or civil actions against the perpetrator of the Sexual Misconduct. The Tufts University's Title IX Coordinator, Jill Zellmer ([Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu); 617.627.3298), can provide information regarding support resources and the available options for taking action.

### **A. Immediate Reporting/Support Options (Tier One): Personal Safety, Physical and Emotional Well-Being**

#### ***I. Personal Safety (Police)***

If you have concerns regarding your safety, you should contact the Tufts University Police Department (TUPD):

- *Medford/Somerville:* 617.627.6911 or ext. 66991 (emergency); 617.627.3030 (non-emergency)
- *Boston:* 617.636.6911 or ext. 66911 (emergency); 617.636.6610 (non-emergency)
- *Grafton:* 508.839.5303 or ext.6691 (emergency); 508.887.4900 (non-emergency)

You can also contact TUPD by activating one of the blue light phones on campus.

TUPD can help a victim/survivor with transportation to the hospital, safe housing on campus, connecting the victim/survivor to other resources, and obtaining a restraining order. Outside of business hours, TUPD can anonymously page a trained professional **counselor-on-call** who is available to provide immediate, confidential emotional support and assistance. Tufts University has police officers who have been specially trained to work with victims/survivors of Sexual Misconduct, and they can explain your rights and options.

It is important to note that reporting Sexual Misconduct to TUPD or any other law enforcement **does not require filing criminal charges**. Should a victim/survivor wish to pursue criminal charges in a Sexual Misconduct case, TUPD can assist in the investigation of the case.

Gathering of physical evidence can provide important evidence in support of criminal charges. Victim/survivors who may wish to pursue criminal action (or wish to keep that option available) should be aware of the importance of immediately reporting the incident so that physical evidence can be preserved at the scene, as well as on the person assaulted. However, victims/survivors should know that they can always report the incident days, weeks, months or even years after the misconduct occurred. Victims/survivors should understand that a delay in reporting could limit the amount of physical evidence available which could impact a criminal investigation.

## **2. Physical Well-Being (Medical Services) - Confidential**

- *Tufts Health Services (Medford Campus)*  
617.627.3350; <http://ase.tufts.edu/healthservice/>

Health Service clinicians are trained to provide initial care for Sexual Misconduct victims/survivors during regular hours of operation. They can also make referrals for evidence collection and can provide HIV and other sexually transmitted disease testing and prevention free of charge.

- *Boston & Grafton Campuses*

These off-campus centers offer the services of a Sexual Assault Nurse Examiner (SANE), who has special training in medical examination, as well as the legal, forensic, and psychological needs of a victim/survivor of Sexual Misconduct.

- Beth Israel Deaconess Medical (Medford/Boston Campuses)  
617.667.7000; <http://www.bidmc.org/>
- UMASS Memorial Medical Center (Grafton Campus)  
508.334.1000; <http://www.umassmemorial.org/>
- Milford Regional Medical Center (Grafton Campus)  
508.473.1190; <http://www.milfordregional.org/site/index.cfm>

### **3. Emotional Well-Being (Counseling Services) - Confidential**

- *Tufts Counseling & Mental Health Service (Medford Campus)*  
617.627.3360 or <http://ase.tufts.edu/counseling/>

An emergency counselor-on-call is available, through TUPD, for immediate, confidential emotional support and assistance after hours. During normal business hours, the Counseling Center staff can provide counseling and support for students to help victims/survivors understand, cope with, and recover from the effects of trauma. All contact with the Counseling Center is confidential and can be done regardless of whether an individual is prepared to report the misconduct to police or the University.

- *Student Advisory and Health Administration Office (Boston & Grafton Campuses):*  
617.636.2700

An emergency counselor-on-call is available, through TUPD, for immediate, confidential emotional support and assistance after hours. During normal business, this office provides short-term confidential counseling for personal problems, academic concerns, stress management, anxiety and family/interpersonal issues. Referrals can also be made for long-term counseling services.

## **B. Other Reporting Options (Tier Two): University Support and Disciplinary Action**

### **I. Deans' Offices:**

The Dean's Office at each school can help arrange for safe housing, stay-away requests, schedule changes and provide academic support to students. They can also provide information about the Sexual Misconduct Adjudication Process (SMAP), should you wish to pursue disciplinary action. The Dean's Office can also initiate disciplinary action independently under the SMAP should they determine that the Sexual Misconduct at issue poses a threat to campus safety. Sexual Misconduct reporting resources can be found on the following page.

DEANS' OFFICES		
School of Arts & Sciences School of Engineering Veronica Carter Office of Dean of Student Affairs 617.627.3158 <a href="mailto:deanofstudentaffairs@ase.tufts.edu">deanofstudentaffairs@ase.tufts.edu</a>	The Fletcher School Nora Moser McMillan Registration Manager, Student Academic Programs 617.627.2405 <a href="mailto:Nora.Moser@tufts.edu">Nora.Moser@tufts.edu</a>	Public Health & Professional Degree Programs Robin Glover Associate Dean 617.636.2497 <a href="mailto:Robin.Glover@tufts.edu">Robin.Glover@tufts.edu</a>
School of Medicine Amy Kuhlik Dean of Student Affairs 617.636.6534 <a href="mailto:Amy.Kuhlik@tufts.edu">Amy.Kuhlik@tufts.edu</a>	School of Dental Medicine Robert H. Kasberg Jr. Associate Dean of Admissions & Student Affairs 617.636.6539 <a href="mailto:Robert.Kasberg@tufts.edu">Robert.Kasberg@tufts.edu</a>	Sackler School of Graduate Biomedical Sciences Naomi Rosenberg Dean of Sackler School 617.636.2143 <a href="mailto:Naomi.Rosenberg@tufts.edu">Naomi.Rosenberg@tufts.edu</a>
Friedman School of Nutrition Science & Policy Patrick Webb Academic Dean 617.636.3779 <a href="mailto:Patrick.Webb@tufts.edu">Patrick.Webb@tufts.edu</a>	Human Nutrition Research Center on Aging Roger Lee Human Resources Representative 617.556.3375 <a href="mailto:Roger.Lee@tufts.edu">Roger.Lee@tufts.edu</a>	Cummings School of Veterinary Medicine Rebecca Russo Director of Admissions 508.839.7920 <a href="mailto:Rebecca.Russo@tufts.edu">Rebecca.Russo@tufts.edu</a>

**2. Office of Equal Opportunity (OEO)**

<http://o eo.tufts.edu/>  
[oeo@tufts.edu](mailto:oeo@tufts.edu)  
 617.627.3298

The Office of Equal Opportunity (OEO) is another University-wide resource available to the Tufts community to report incidents of Sexual Misconduct and violations of Title IX. OEO can provide students, employees and faculty with information regarding available resources, the disciplinary options as well as information regarding possible civil or criminal action. OEO is responsible for making inquiries into Sexual Misconduct on behalf of the University. OEO initiates inquiries into **all reports** of Sexual Misconduct of which it becomes aware. OEO acts as an independent fact-finding body for Tufts. OEO has no authority to take disciplinary action, which is the purview of the administration. OEO does, however, share its findings with the appropriate administrators who will determine what action, if any, should be taken. OEO can also facilitate training and educational events to help address campus concerns about or resulting from Sexual Misconduct. OEO also acts as the Fact-Finding Investigator under the Sexual Misconduct Adjudication Process (SMAP).

Questions or concerns regarding Sexual Misconduct can be directed to any of the staff members in OEO by calling 617.627.3298 or by e-mailing them directly:

*Jill A. Zellmer, M.S.W*  
 Director and Title IX  
 Coordinator  
[oeo@tufts.edu](mailto:oeo@tufts.edu)

*Sonia Jurado, J.D.*  
 Title IX Investigator  
[Sonia.Jurado@tufts.edu](mailto:Sonia.Jurado@tufts.edu)

*Christy Galatis, M.Ed.*  
 Senior OEO Specialist  
[Christy.Galatis@tufts.edu](mailto:Christy.Galatis@tufts.edu)

### 3. Sexual Misconduct/Title IX Reporting Liaisons

Several individuals from various schools within the University have been identified and trained to act as Title IX Liaisons. The Title IX Liaisons are University employees who are available to receive reports of Sexual Misconduct. The Liaisons can provide information regarding support resources and the disciplinary options available within the University. Title IX Liaisons are not charged with making inquiries, but, rather, will direct the information they receive to OEO and the Title IX Coordinator. The Title IX Liaisons are (by campus):

<b>TUFTS UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) REPORTING LIAISONS</b>		
<b>MEDFORD/SOMERVILLE CAMPUS</b>		
Alison A. Blackburn Senior Director of Human Resources & Talent Mgmt. 617.627.6272 <a href="mailto:Alison.Blackburn@tufts.edu">Alison.Blackburn@tufts.edu</a>	Margery W. Davies Director of Diversity Education & Development School of Arts, Sciences & Engineering 617.627.3385 <a href="mailto:Margery.Davies@tufts.edu">Margery.Davies@tufts.edu</a>	Steph L. Gauchel Director, Women's Center School of Arts, Sciences & Engineering 617. 627.4640 <a href="mailto:Steph.Gauchel@tufts.edu">Steph.Gauchel@tufts.edu</a>
Laurie Hurley Director of Admissions The Fletcher School 617.627.2410 <a href="mailto:Laurie.Hurley@tufts.edu">Laurie.Hurley@tufts.edu</a>	Doreen L. Long Associate Director of Residential Life & Learning School of Arts, Sciences & Engineering 617.627.5247 <a href="mailto:Doreen.Long@tufts.edu">Doreen.Long@tufts.edu</a>	Inez McCarthy Faculty Affairs Officer School of Arts, Sciences & Engineering 617.627.3708 <a href="mailto:Inez.McCarthy@tufts.edu">Inez.McCarthy@tufts.edu</a>
Mindy Nierenberg Senior Student Programs Manager Tisch College 617.627.4159 <a href="mailto:Mindy.Nierenberg@tufts.edu">Mindy.Nierenberg@tufts.edu</a>	Leah Sauerstrom Manager Engineering Project Development Center School of Engineering 617.627.4525 <a href="mailto:Leah.Sauerstrom@tufts.edu">Leah.Sauerstrom@tufts.edu</a>	Branwen C A Smith-King Assistant Director Athletics School of Arts, Sciences & Engineering 617.627.3798 <a href="mailto:Branwen.Smith-King@tufts.edu">Branwen.Smith-King@tufts.edu</a>
<b>BOSTON CAMPUS</b>		
Robin Glover Associate Dean Public Health & Professional Degree Programs 617.636.2497 <a href="mailto:Robin.Glover@tufts.edu">Robin.Glover@tufts.edu</a>	Stacey Herman Associate Dean of Student Affairs Friedman School of Nutrition Science & Policy 617.636.3711 <a href="mailto:Stacey.Herman@tufts.edu">Stacey.Herman@tufts.edu</a>	Janet Kerle Associate Dean of Students School of Medicine 617.636.6534 <a href="mailto:Janet.Kerle@tufts.edu">Janet.Kerle@tufts.edu</a>
Kathryn Lange Associate Dean The Sackler School 617-636-6767 <a href="mailto:Kathryn.Lange@tufts.edu">Kathryn.Lange@tufts.edu</a>	Roger Lee HR Business Partner Human Nutrition Research Center on Aging 617.556.3375 <a href="mailto:Roger.Lee@tufts.edu">Roger.Lee@tufts.edu</a>	Katherine Vosker Associate Dir. of Student Affairs School of Dental Medicine 617.636.0887 <a href="mailto:Katherine.Vosker@tufts.edu">Katherine.Vosker@tufts.edu</a>

TUFTS UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) REPORTING LIAISONS		
BOSTON CAMPUS (cont'd)		
Sabrina Williams Director of Human Resources for Boston & Grafton 617.636.6600 <a href="mailto:Sabrina.Williams@tufts.edu">Sabrina.Williams@tufts.edu</a>		
GRAFTON CAMPUS		
Barbara Berman Assistant Dean of Student Affairs The Cummings School 508.887.4725 <a href="mailto:Barbara.Berman@tufts.edu">Barbara.Berman@tufts.edu</a>	Lucia Hackett Human Resources Business Partner The Cummings School 508.839.7975 x87975 <a href="mailto:Lucia.Hackett@tufts.edu">Lucia.Hackett@tufts.edu</a>	Patricia Provost Assistant Professor The Cummings School 508.839.7926 x84829 <a href="mailto:Patricia.Provost@tufts.edu">Patricia.Provost@tufts.edu</a>

### C. Community Resources

Outside of Tufts University, there are many local organizations that provide support services, educational programs, and other resources for victims/survivors. While these groups are not affiliated with the University, they are included here as they can provide valuable support for members of our community.

- **Boston Area Rape Crisis Center (BARCC):**  
 800.841.8371 (hotline); 617.492.8306 (business); <http://www.barcc.org/>
- **Rape Crisis Center of Central Massachusetts – Worcester:**  
 508.852.7600; hotline: 800.870.5905; [www.rapecrisiscenter.org](http://www.rapecrisiscenter.org)
- **Center for Violence Prevention and Recovery:**  
 617.667.8141; [www.bidmc.org/violenceprevention](http://www.bidmc.org/violenceprevention)
- **Fenway Community Health Violence Recovery Program:**  
 617.927.6250 or 800.834.3242; [www.fenwayhealth.org](http://www.fenwayhealth.org)
- **Victim Rights Law Center:**  
 617.399.6720; [www.victimrights.org](http://www.victimrights.org)
- **Victims of Violence Program – Cambridge Health Alliance:**  
 617.591.6360; <http://www.challiance.org/vov/vov.shtml>

# CONSENSUAL RELATIONSHIPS POLICY

Office of Equal Opportunity  
& the Office of the Provost

***Purpose:*** To maintain a professional work and educational environment where those in positions of authority do not abuse or appear to abuse the power with which they are entrusted in their relationships with students.

**Revised:** July 2012

**Applicability:** This policy applies to faculty, staff, students, and community members.

## **I. POLICY STATEMENT**

Tufts University seeks to maintain a professional work and educational environment. Actions of faculty members, academic administrators, and staff that are unprofessional, or appear to be unprofessional, are inconsistent with the University's educational mission. It is essential that those in a position of authority do not abuse, nor appear to abuse, the power with which they are entrusted.

Faculty members, academic administrators, and sometimes staff exercise power over students, whether by teaching, grading, evaluating, or making recommendations for their further studies or their future employment. Amorous, dating, or sexual relationships between faculty members, academic administrators, and staff with students are impermissible when the faculty members, academic administrators, and staff have professional responsibility for the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental nature of the relationship. Moreover, other students may be affected by such behavior because it places the faculty member, academic administrator, or staff in a position to favor or advance one student's interest to the potential detriment of others. Therefore, it is a violation of University policy for a faculty member, academic administrator, or staff member to engage in an amorous, dating, or sexual relationship with a student whom s/he instructs, evaluates, supervises, or advises, or over whom s/he is in a position to exercise authority over in any way.

## **II. DEFINING CONSENSUAL RELATIONSHIPS**

As used in this policy, the terms faculty or faculty member include all those who teach at the University and other instructional personnel, including graduate students with teaching responsibilities. Academic administrators include all staff in a position to counsel, direct or influence the academic performance of students. Staff include all those who work for the University and who may supervise or direct the work of students and/or student employees.

## **III. POLICY VIOLATION**

A violation of this policy may result in disciplinary action. A violation of this policy could also violate other University policies such as the Sexual Harassment Policy or the Sexual Misconduct Policy. These policies can be found on [pages 21](#) and [42](#), respectively.

## **IV. REPORTING**

If the person involved in a possible policy violation is a faculty member, the issue should be brought to the attention of the appropriate dean of the college/school. If the person involved is a staff member or academic administrator, the issue should be brought to the attention of the Director of OEO, the Vice President for Human Resources or the dean of the college/school employing the staff member or administrator.

In addition, you may also report such conduct through the University's anonymous hotline, Ethicspoint, at 1.866.384.4277 or at <https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>.

# WORKING WITH ONE ANOTHER POLICY

Office of Equal Opportunity  
& the Human Resources Department

***Purpose:*** To establish uniform guidelines in order to promote a work and educational environment at Tufts University that fosters respect.

**Revised:** July 2012

**Applicability:** This policy applies to faculty, staff, applicants for employment, students, and community members.

## **I. POLICY STATEMENT**

Tufts University reaffirms its commitment to the principle of equal opportunity and equal treatment in education and employment regardless of a person's race; color; religion; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; age; genetics; disability; veteran's status; ethnicity or national origin. In accepting either a faculty or staff position at Tufts, an individual agrees to share this commitment in the performance of his or her assigned responsibilities and in interaction with faculty and staff colleagues, students and community members. Similarly, students, by way of admittance into the Tufts community, also agree to share this commitment in their educational programs with other students, faculty, staff members and community members.

Tufts University strives to provide all staff and faculty with a work environment that is free of harassment or other unreasonable interference with the performance of their University duties. Tufts also strives to provide students and community members with an educational environment that is free of harassment or other unreasonable interference with the performance of their chosen academic responsibilities. We aspire to be a community in which mutual respect guides our day-to-day interactions. While the University respects an individual's right to self-expression, it expects that the rights and concerns of others who work and study at Tufts are respected as well. At Tufts, there is no place in the work or educational environment for conduct that demeans or belittles another person. For these reasons, harassment of any kind, including retaliation, is unacceptable.

## **II. RESOURCES**

### **EMPLOYEES**

For complete policies for employees, please refer to:

The Business Conduct Policy accessible on Tufts Finance Division's Website:

<http://finance.tufts.edu/business-conduct-policy/>

Tufts Employee Handbook:

<http://www.tufts.edu/hr/webcm/docs/handbooks/EmployeeHandbook.pdf>

### **FACULTY**

Please contact your dean for the grievance procedures for your school or department.

### **STUDENTS**

For more on student rights and responsibilities, please refer to the Student Handbook or Student Code of Conduct for the appropriate School or campus.

Graduate Student Handbook:

[http://gradstudy.tufts.edu/documents/graduate\\_student\\_handbook.pdf](http://gradstudy.tufts.edu/documents/graduate_student_handbook.pdf)

Undergraduate Education Student Handbook: <http://uss.tufts.edu/studentaffairs/handbook/>

Tufts University Code of Conduct:

<http://uss.tufts.edu/studentaffairs/codeofconduct/>

# ALL RESOURCES

## I. ON-CAMPUS RESOURCES

This is a comprehensive list of resources for those who have experienced or who are experiencing sexual misconduct, as well as bystanders including friends and relatives. All resources are accessible to Tufts University students, employees, and faculty unless otherwise specified.

### A. BOSTON AND GRAFTON

#### EMPLOYEE ASSISTANCE PROGRAM

**800.451.1834 (CONFIDENTIAL)**

[www.healthresourceeap.com](http://www.healthresourceeap.com)

Website username: *tufts*; password: *employee*

The EAP is a confidential counseling service providing professional help to employees, their eligible dependents, and household members for any type of personal problem. EAP services include initial assessment, short-term counseling, referral and follow-up.

#### TUFTS UNIVERSITY POLICE DEPT. (TUPD) & COUNSELOR ON-CALL

**Boston: 617.636.6911 or x66911**

**Grafton: 508.839.5303 or x66911**

TUPD will anonymously page the counselor on-call for you. One of the counselors is on-call 24 hours a day. The on-call counselor is a trained professional who can provide you with confidential emotional support and assist you in getting the help you need. You are not required to give your name.

You can contact the TUPD by activating one of the blue light phones. The TUPD can help with the following: transportation to the hospital, safe housing on campus, reporting the assault if you wish to do so, and obtaining a restraining order.

#### STUDENT ADVISORY AND HEALTH ADMINISTRATION OFFICE (ALL SCHOOLS)

**617.636.2700 (CONFIDENTIAL)**

[www.tufts.edu/saha](http://www.tufts.edu/saha)

**Debbie Quinn, Director**

Boston: 617.636.2700

Grafton: 508.839.5302, EXT. 84263

During normal business hours, this office provides short-term confidential counseling for

personal problems, academic concerns, career indecision, increased self-awareness, stress management, anxiety, and family and interpersonal issues. This department can provide referrals for longer-term counseling services.

#### DEANS' OFFICES

Students should contact their school's Dean's Office, which can help arrange for safe housing, stay-away requests, and provide information about the student judicial process.

#### Cummings School of Veterinary Medicine

Rebecca Russo

Director of Admissions

508.839.7920

[Rebecca.Russo@tufts.edu](mailto:Rebecca.Russo@tufts.edu)

#### Friedman School of Nutrition Science & Policy

Patrick Webb

Dean for Academic Affairs

617.636.3779

[Patrick.Webb@tufts.edu](mailto:Patrick.Webb@tufts.edu)

#### Sackler School of Graduate Biomedical Science

Naomi Rosenberg

Dean of the Sackler School

617.636.2143

[Naomi.Rosenberg@tufts.edu](mailto:Naomi.Rosenberg@tufts.edu)

#### School of Dental Medicine

Robert H. Kasberg, Jr.

Associate Dean of Admissions and Student Affairs

617.636.6539

[Robert.Kasberg@tufts.edu](mailto:Robert.Kasberg@tufts.edu)

## DEANS' OFFICES (cont'd)

### School of Medicine

Amy Kuhlik  
Dean of Student Affairs  
617.636.6534  
[Amy.Kuhlik@tufts.edu](mailto:Amy.Kuhlik@tufts.edu)

## TITLE IX RESOURCES

Liaisons are available to receive reports of sexual misconduct, which includes assault, sexual harassment, discrimination, stalking and relationship violence. See the complete list of Sexual Misconduct/Title IX Reporting Liaisons by school on [page 60](#).

### UNIVERSITY-WIDE

Jill Zellmer  
Director & Title IX Coordinator  
Office of Equal Opportunity  
617.627.3298  
[Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu)

Sonia Jurado  
Title IX Investigator  
Office of Equal Opportunity  
617.627.3298  
[Sonia.Jurado@tufts.edu](mailto:Sonia.Jurado@tufts.edu)

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### BOSTON

Robin Glover  
Associate Dean  
Public Health & Professional  
Degree Programs  
617.636.2497  
[Robin.Glover@tufts.edu](mailto:Robin.Glover@tufts.edu)

Roger Lee  
Human Resources Business Partner  
Human Nutrition Research Center on Aging  
617.556.3375  
[Roger.Lee@tufts.edu](mailto:Roger.Lee@tufts.edu)

Stacey Herman  
Associate Dean of Student Affairs  
Friedman School of Nutrition Science & Policy  
617.636.3711  
[Stacey.Herman@tufts.edu](mailto:Stacey.Herman@tufts.edu)

Katherine Vosker  
Associate Dir. of Student Affairs  
School of Dental Medicine  
617.636.0887  
[Katherine.Vosker@tufts.edu](mailto:Katherine.Vosker@tufts.edu)

Janet Kerle  
Associate Dean of Students  
School of Medicine  
617.636.6534  
[Janet.Kerle@tufts.edu](mailto:Janet.Kerle@tufts.edu)

Sabrina Williams  
Director of Human Resources for Boston &  
Grafton  
617.636.6600  
[Sabrina.Williams@tufts.edu](mailto:Sabrina.Williams@tufts.edu)

Kathryn Lange  
Associate Dean  
Sackler School of Graduate Biomedical Sciences  
617.636.6767  
[Kathryn.Lange@tufts.edu](mailto:Kathryn.Lange@tufts.edu)

## **GRAFTON**

Barbara Berman  
Assistant Dean of Student Affairs  
Cummings School of Veterinary Medicine  
508.887.4725  
[Barbara.Berman@tufts.edu](mailto:Barbara.Berman@tufts.edu)

Patricia Provost  
Assistant Professor  
Cummings School of Veterinary Medicine  
508.839.7926 x84829  
[Patricia.Provost@tufts.edu](mailto:Patricia.Provost@tufts.edu)

Lucia Hackett  
Human Resources Business Partner  
Cummings School of Veterinary Medicine  
508.839.7975 x87975  
[Lucia.Hackett@tufts.edu](mailto:Lucia.Hackett@tufts.edu)

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## **B. MEDFORD/SOMERVILLE**

### **EMPLOYEE ASSISTANCE PROGRAM 800.451.1834 (CONFIDENTIAL)**

[www.healthresourceeap.com](http://www.healthresourceeap.com)

Website username: *tufts*, password: *employee*

The EAP is a confidential counseling service providing professional help to employees, their eligible dependents, and household members for any type of personal problem. EAP services include initial assessment, short-term counseling, referral and follow-up.

### **HEALTH SERVICES**

**617.627.3350 (CONFIDENTIAL)**

<http://ase.tufts.edu/healthservice/>

When the Health Service is open, you may receive medication to prevent pregnancy and to reduce the risk of sexually transmitted infections (except for HIV prevention). Staff at the Health Service can assist you in your decision of whether or not you want to have an exam for evidence collection. Call or see website for hours.

### **SEXUAL ASSAULT CLINICIAN (SAC)**

**617.627.3350 (CONFIDENTIAL)**

#### **Wait for Voicemail Prompt**

The SAC is a confidential clinician and is available weekdays from 9-5 for any student who has experienced any type of sexual violence.

### **TUFTS UNIVERSITY POLICE DEPT. (TUPD) & COUNSELOR ON-CALL 617.627.6911 or 66911 (emergency); 617.627.3030 (main no.)**

TUPD will anonymously page the counselor on-call for you. A counselor is on-call 24 hours a day. The on-call counselor is a trained professional who can provide you with confidential emotional support and assist you in getting the help you need. You are not required to give your name. The TUPD can help with the following: transportation to the hospital, safe housing on campus, reporting the assault if you wish to do so, and obtaining a restraining order.

### **TUFTS COUNSELING AND MENTAL HEALTH SERVICE**

**617.627.3360 (CONFIDENTIAL)**

<http://ase.tufts.edu/counseling/>

The Counseling and Mental Health Service staff provides counseling and support for students. Being sexually assaulted is usually a highly traumatic experience. Survivors often find professional counseling helps them understand, cope, and recover from effects of the trauma. All contacts are confidential.

## THE WOMEN'S CENTER

617.627.3184

<http://ase.tufts.edu/womenscenter/>

The Women's Center staff can provide referrals, information, and resources related to violence against women and men. Women's Center staff work closely with staff from the Africana, the Asian American, the International, the Latino, and the Lesbian, Gay, Bisexual, Transgender Centers, and have information and resources specific to those communities.

## THE LGBT CENTER

617.627.3770

<http://ase.tufts.edu/lgbt>

The LGBT Center can be helpful for specific questions, issues and resources pertaining to sexual violence and LGBT community.

## CHAPLAIN'S OFFICE

617.627.3427 (CONFIDENTIAL)

<http://www.tufts.edu/chaplaincy/>

The Chaplain's Office provides confidential counseling and assistance with referrals.

## DEANS' OFFICES

The staff in the Deans' Offices can help arrange for safe housing and stay-away requests, and can provide information about or facilitate the University disciplinary process, should you wish to pursue it. For additional information about the offices and services and policies, please contact the relevant office for your school.

<http://uss.tufts.edu/studentaffairs/>

- **UNDERGRADUATE AND GRADUATE SCHOOL OF ARTS AND SCIENCES AND SCHOOL OF ENGINEERING**

Bruce Reitman

Dean of Student Affairs

617.627.3158

[deanofstudentaffairs@ase.tufts.edu](mailto:deanofstudentaffairs@ase.tufts.edu)

- **THE FLETCHER SCHOOL**

Gerard Sheehan

Executive Associate Dean

617.627.5997

[Gerard.Sheehan@tufts.edu](mailto:Gerard.Sheehan@tufts.edu)

## TITLE IX AND SEXUAL MISCONDUCT REPORTING RESOURCES

Liaisons are available to receive reports of sexual misconduct including sexual assault, sexual harassment, discrimination, stalking and relationship violence.

### UNIVERSITY-WIDE

Jill Zellmer

Director & Title IX Coordinator

Office of Equal Opportunity

617.627.3298

[Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu)

Sonia Jurado

Title IX Investigator

Office of Equal Opportunity

617.627.3298

[Sonia.Jurado@tufts.edu](mailto:Sonia.Jurado@tufts.edu)

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### MEDFORD

Alison Blackburn

Senior Director of Human Resources & Talent Management

617.627.6272

[Alison.Blackburn@tufts.edu](mailto:Alison.Blackburn@tufts.edu)

Margery Davies

Director of Diversity Education & Development  
School of Arts, Sciences & Engineering

617.627.3385

[Margery.Davies@tufts.edu](mailto:Margery.Davies@tufts.edu)

## TITLE IX AND SEXUAL MISCONDUCT REPORTING RESOURCES

### MEDFORD (cont'd)

Steph Gauchel  
Director, Women's Center  
School of Arts, Sciences & Engineering  
617. 627.4640  
[Steph.Gauchel@tufts.edu](mailto:Steph.Gauchel@tufts.edu)

Laurie Hurley  
Director of Admissions  
The Fletcher School  
617.627.2410  
[Laurie.Hurley@tufts.edu](mailto:Laurie.Hurley@tufts.edu)

Doreen Long  
Associate Director of Residential  
Life & Learning  
School of Arts, Sciences & Engineering  
617.627.5247  
[Doreen.Long@tufts.edu](mailto:Doreen.Long@tufts.edu)

Inez McCarthy  
Faculty Affairs Officer  
School of Arts, Sciences & Engineering  
617.627.3708  
[Inez.McCarthy@tufts.edu](mailto:Inez.McCarthy@tufts.edu)

Mindy Nierenberg  
Senior Student Programs Manager  
Tisch College  
617.627.4159  
[Mindy.Nierenberg@tufts.edu](mailto:Mindy.Nierenberg@tufts.edu)

Leah Sauerstrom  
Manager Engineering Project  
Development Center  
School of Engineering  
617.627.4525  
[Leah.Sauerstrom@tufts.edu](mailto:Leah.Sauerstrom@tufts.edu)

Branwen Smith-King  
Assistant Director Athletics  
School of Arts, Sciences & Engineering  
617.627.3798  
[Branwen.Smith-King@tufts.edu](mailto:Branwen.Smith-King@tufts.edu)

## II. OFF- CAMPUS RESOURCES

### A. OFF-CAMPUS MEDICAL ASSISTANCE

#### **BOSTON AREA RAPE CRISIS CENTER (BARCC)**

**Hot Line: 800.841.8371**

**Business: 617.492.8306**

[www.barcc.org](http://www.barcc.org)

Staff are trained in information specific to Tufts and provide a range of confidential services for sexual assault victims, including a 24-hour hotline, counseling and legal assistance. BARCC also provides medical advocates who offer emotional support at all the site hospitals in the metro area with a Sexual Assault Nurse Examiner. BARCC serves women and men.

The following hospitals offer the service of a Sexual Assault Nurse Examiner (SANE), who has special training in medical examination, as well as legal, forensic and psychological training:

#### **BETH ISRAEL DEACONESS MEDICAL**

**Emergency: 617.754.2323; 617.754.2400**

**Main: 617.667.7000**

<http://www.bidmc.org/> or

<http://www.bidmc.org/CentersandDepartments/Departments/EmergencyMedicine.aspx>

#### **UMASS MEMORIAL MEDICAL CENTER**

**508.334.1000 (near Grafton Campus)**

<http://www.umassmemorial.org/>

#### **MILFORD REGIONAL MEDICAL CENTER**

**508.473.1190 (near Grafton Campus)**

<http://www.milfordregional.org/site/index.cfm>

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### B. GENERAL RESOURCES

#### **CENTER FOR VIOLENCE PREVENTION AND RECOVERY**

**617.667.8141**

<http://www.bidmc.org/violenceprevention>

Located at BIDMC, the center provides confidential support and assistance to victims/survivors of violence and abuse. Services include individual and group counseling, and assistance navigating the medical and legal systems.

clinical care for adult survivors of physical and sexual violence, and a wide array of groups.

#### **FENWAY COMMUNITY HEALTH VIOLENCE RECOVERY PROGRAM**

**888.242.0900**

[www.fenwayhealth.org](http://www.fenwayhealth.org)

The Program serves the gay, lesbian, bisexual, and transgender community and has resources for victims of hate crimes and same-sex sexual assault and/or domestic violence.

#### **VICTIMS OF VIOLENCE PROGRAM – CAMBRIDGE HEALTH ALLIANCE**

**617.591.6360**

<http://www.challiance.org/vov/vov.shtml>

VOV provides a range of clinical services to victims of violence including crisis intervention, response, hospital-based and system-wide victim advocacy and support, longer-term

#### **RESPOND, INC.**

**617.623.5900**

[www.respondinc.org](http://www.respondinc.org)

Respond Inc. provides 24-hour confidential counseling, overnight emergency shelter, support group advocacy, and other support services for women in coercive and controlling relationships.

**CASA MYRNA VASQUEZ**  
**617.521.0100**

[www.casamyrna.org](http://www.casamyrna.org)

Case Myrna provides 24-hour confidential counseling, emergency shelter and legal advocacy. Culturally diverse resources for victims of domestic violence are available.

**Casa Myrna Safelink Statewide Hotline:**  
**877.785.2020**

Safelink is a 24-hour, live hotline, providing crisis intervention, safety planning, and support provided by Casa Myrna.

**THE NETWORK FOR BATTERED  
LESBIANS/LA RED**  
**617.742.4911**

<http://tnlr.org/>

Mon-Fri 9 a.m. – 12 a.m.

Sat. 1 p.m.- 6 p.m.

Sun. 1 p.m. – 12 a.m.

The Network provides services for lesbians, bisexual women and transgender individuals.

**GAY MEN'S DOMESTIC VIOLENCE  
PROJECT**

**800.832.1901**

[www.gmdvp.org](http://www.gmdvp.org)

The GMDVP provides services for gay and bisexual men and transgender individuals.

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## **C. NEAR GRAFTON**

**DAYBREAK DOMESTIC ABUSE 24-HOUR HOTLINE**

Greater Worcester: 508.755.9030

**PATHWAYS FOR CHANGE (WORCESTER):**

24-hour hotline: 800.870.5905

Formerly (Rape Crisis Center Of Central Massachusetts)

## **D. LEGAL ASSISTANCE**

**ADULT SEXUAL ASSAULT DISTRICT ATTORNEY'S OFFICE**

Middlesex County: 781.897.8300

Suffolk County: 617.343.4400

Worcester County: 508.797.4334

**MASSACHUSETTS OFFICE FOR VICTIM ASSISTANCE**

**617.727.5200**

<http://mova.state.ma.us/>

**VICTIM RIGHTS LAW CENTER**

**617.399.6720**

[www.victimrights.org/](http://www.victimrights.org/)

## E. TUFTS UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) REPORTING LIAISONS

### MEDFORD/SOMERVILLE CAMPUS

<p>Alison A. Blackburn Senior Director of Human Resources &amp; Talent Mgmt 617.627.6272 <a href="mailto:Alison.Blackburn@tufts.edu">Alison.Blackburn@tufts.edu</a></p>	<p>Margery W. Davies Director of Diversity Education &amp; Development School of Arts, Sciences &amp; Engineering 617.627.3385 <a href="mailto:Margery.Davies@tufts.edu">Margery.Davies@tufts.edu</a></p>	<p>Steph L. Gauchel Director, Women's Center School of Arts, Sciences &amp; Engineering 617. 627.4640 <a href="mailto:Steph.Gauchel@tufts.edu">Steph.Gauchel@tufts.edu</a></p>
<p>Laurie Hurley Director of Admissions The Fletcher School 617.627.2410 <a href="mailto:Laurie.Hurley@tufts.edu">Laurie.Hurley@tufts.edu</a></p>	<p>Doreen L. Long Associate Director of Residential Life &amp; Learning School of Arts, Sciences &amp; Engineering 617.627.5247 <a href="mailto:Doreen.Long@tufts.edu">Doreen.Long@tufts.edu</a></p>	<p>Inez McCarthy Faculty Affairs Officer School of Arts, Sciences &amp; Engineering 617.627.3708 <a href="mailto:Inez.McCarthy@tufts.edu">Inez.McCarthy@tufts.edu</a></p>
<p>Mindy Nierenberg Senior Student Programs Manager Tisch College 617.627.4159 <a href="mailto:Mindy.Nierenberg@tufts.edu">Mindy.Nierenberg@tufts.edu</a></p>	<p>Leah Sauerstrom Manager Engineering Project Development Center School of Engineering 617.627.4525 <a href="mailto:Leah.Sauerstrom@tufts.edu">Leah.Sauerstrom@tufts.edu</a></p>	<p>Branwen C A Smith-King Assistant Director Athletics School of Arts, Sciences &amp; Engineering 617.627.3798 <a href="mailto:Branwen.Smith-King@tufts.edu">Branwen.Smith-King@tufts.edu</a></p>

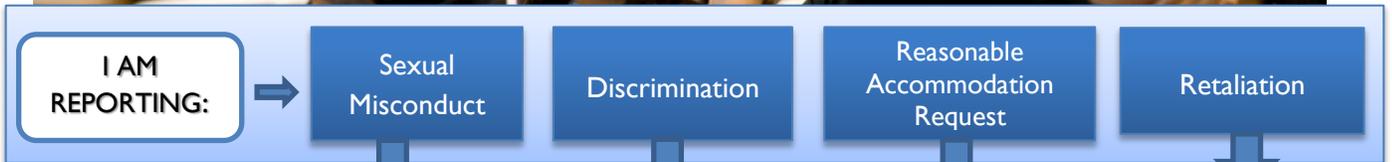
### BOSTON CAMPUS

<p>Robin Glover Associate Dean Public Health &amp; Professional Degree Programs 617.636.2497 <a href="mailto:Robin.Glover@tufts.edu">Robin.Glover@tufts.edu</a></p>	<p>Stacey Herman Associate Dean of Student Affairs Friedman School of Nutrition Science &amp; Policy 617.636.3711 <a href="mailto:Stacey.Herman@tufts.edu">Stacey.Herman@tufts.edu</a></p>	<p>Janet Kerle Associate Dean of Students School of Medicine 617.636.6534 <a href="mailto:Janet.Kerle@tufts.edu">Janet.Kerle@tufts.edu</a></p>
<p>Kathryn Lange Associate Dean Sackler School of Graduate Biomedical Sciences 617.636.6767 <a href="mailto:Kathryn.Lange@tufts.edu">Kathryn.Lange@tufts.edu</a></p>	<p>Roger Lee HR Business Partner Human Nutrition Research Center on Aging 617.556.3375 <a href="mailto:Roger.Lee@tufts.edu">Roger.Lee@tufts.edu</a></p>	<p>Katherine Vosker Associate Dir. of Student Affairs School of Dental Medicine 617.636.0887 <a href="mailto:Katherine.Vosker@tufts.edu">Katherine.Vosker@tufts.edu</a></p>
<p>Sabrina Williams Director of Human Resources for Boston &amp; Grafton 617.636.6600 <a href="mailto:Sabrina.Williams@tufts.edu">Sabrina.Williams@tufts.edu</a></p>		

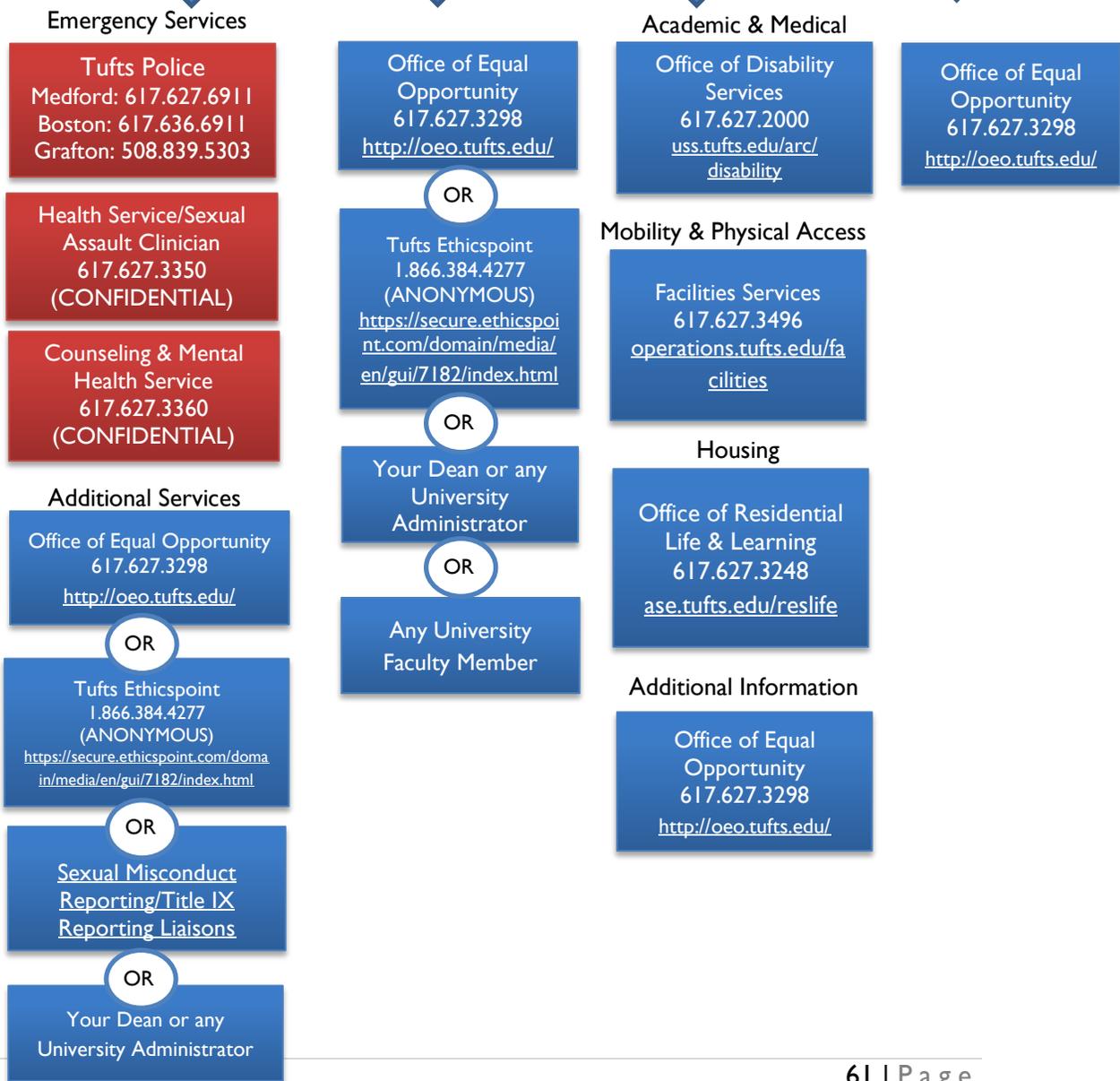
### GRAFTON CAMPUS

<p>Barbara Berman Assistant Dean of Student Affairs Cummings School of Veterinary Medicine 508.887.4725 <a href="mailto:Barbara.Berman@tufts.edu">Barbara.Berman@tufts.edu</a></p>	<p>Lucia Hackett Human Resources Business Partner Cummings School of Veterinary Medicine 508.839.7975 x87975 <a href="mailto:Lucia.Hackett@tufts.edu">Lucia.Hackett@tufts.edu</a></p>	<p>Patricia Provost Assistant Professor Cummings School of Veterinary Medicine 508.839.7926 x84829 <a href="mailto:Patricia.Provost@tufts.edu">Patricia.Provost@tufts.edu</a></p>
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### III. REPORTING MAPS



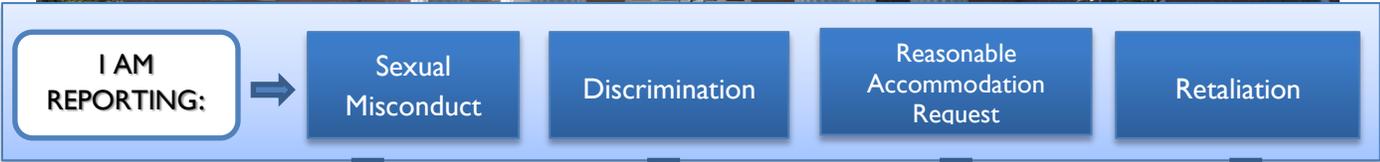
WHO CAN I REPORT TO?





I AM:

STAFF



Emergency Services

Tufts Police  
 Medford: 617.627.6911  
 Boston: 617.636.6911  
 Grafton: 508.839.5303

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

OR

OR

Additional Services

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

Ethicspoint  
 1.866.384.4277  
 (ANONYMOUS)  
<https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>

Human Resources  
 Medford: 617.627.3272  
 Boston: 617.636.6600  
 Grafton: 508.839.7975  
[hr.tufts.edu](http://hr.tufts.edu)

OR

Ethicspoint  
 1.866.384.4277  
 (ANONYMOUS)  
<https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>

Human Resources  
 Medford: 617.627.3272  
 Boston: 617.636.6600  
 Grafton: 508.839.7975  
[hr.tufts.edu](http://hr.tufts.edu)

OR

OR

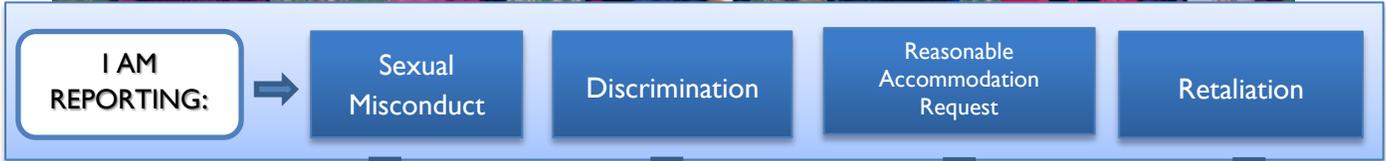
Human Resources  
 Medford: 617.627.3272  
 Boston: 617.636.6600  
 Grafton: 508.839.7975  
[hr.tufts.edu](http://hr.tufts.edu)

Your Manager

OR

Your Manager

WHO CAN I REPORT TO?



**Emergency Services**

**Tufts Police**  
 Medford: 617.627.6911  
 Boston: 617.636.6911  
 Grafton: 508.839.5303

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

OR

OR

**Additional Services**

Office of Equal Opportunity  
 617.627.3298  
<http://oeo.tufts.edu/>

Ethicspoint  
 1.866.384.4277  
 (ANONYMOUS)  
<https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>

Human Resources  
 Medford: 617.627.3272  
 Boston: 617.636.6600  
 Grafton: 508.839.7975  
[hr.tufts.edu](http://hr.tufts.edu)

OR

OR

OR

Ethicspoint  
 1.866.384.4277  
 (ANONYMOUS)  
<https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>

Your Manager or Department Chair

Department Chair

OR

Your Manager or Department Chair

**Additional Medford Resources**

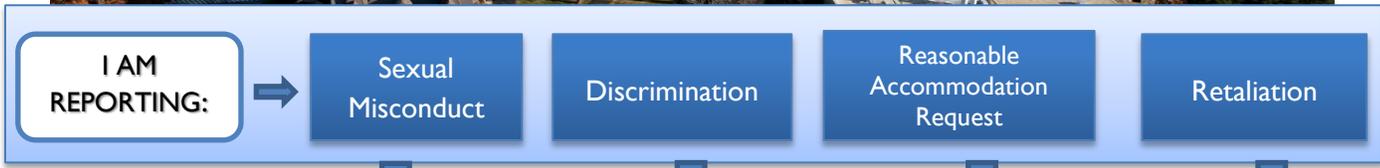
Inez McCarthy  
 Faculty Affairs Officer  
 617.627.3708  
[Inez.McCarthy@tufts.edu](mailto:Inez.McCarthy@tufts.edu)

**WHO CAN I REPORT TO?**



I AM A:

**COMMUNITY MEMBER  
(THIRD PARTY)**



**I AM  
REPORTING:**

**Sexual  
Misconduct**

**Discrimination**

**Reasonable  
Accommodation  
Request**

**Retaliation**

**Emergency Services**  
**Tufts Police**  
 Medford: 617.627.6911  
 Boston: 617.636.6911  
 Grafton: 508.839.5303

**Office of Equal  
Opportunity**  
 617.627.3298  
<http://oeo.tufts.edu/>

**Accessible Parking**  
**Tufts University  
Police Dept.**  
 617.627.3030

**Office of Equal  
Opportunity**  
 617.627.3298  
<http://oeo.tufts.edu/>

OR

**Additional Services**  
**Office of Equal  
Opportunity**  
 617.627.3298  
<http://oeo.tufts.edu/>

**Ethicspoint**  
 1.866.384.4277  
**(ANONYMOUS)**  
<https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>

**Campus Tours**  
**Tufts Admissions**  
 617.627.3170  
[admissions.tufts.edu](http://admissions.tufts.edu)

OR

**Ethicspoint**  
 1.866.384.4277  
**(ANONYMOUS)**  
<https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>

**Commencement**  
**Commencement  
Committee**  
 617.627.3636  
[commencement.tufts.edu](http://commencement.tufts.edu)

**All Other ADA-  
related information**  
**Office of Equal  
Opportunity**  
 617.627.3298  
<http://oeo.tufts.edu/>

**WHO CAN  
I REPORT  
TO?**



## OFFICE OF EQUAL OPPORTUNITY

One The Green  
Ballou Hall, 1st Floor  
Medford Campus  
Medford, MA 02155  
[www.oeo.tufts.edu](http://www.oeo.tufts.edu)

[oeo@tufts.edu](mailto:oeo@tufts.edu)  
P: (617) 627-3298  
F: (617) 627-3150

12/12