

#### **Motion 4: Sexual and Gender-Based Misconduct Policy Working Group**

### **BEST PRACTICES FOR FACULTY / STUDENT INTERACTIONS**

I, Instructor's Name, am committed to creating a learning environment for my students that is free of Prohibited Conduct, including gender-based and sexual harassment, sexual violence, retaliation, and a hostile environment based on discrimination and intimidation. I acknowledge the power differentials between instructors and students, and the [prohibition of "Covered Relationships"](#) (sexual, romantic, or dating) between instructors and students. To accomplish this, I pledge to:

#### **I will conduct office hours with my door open.**

Students who wish to have confidential conversations with me may schedule a private meeting via Zoom or may ask to have a closed-door meeting. But this closed-door meeting must be made on your request in writing, even on the spot. I will never suggest a closed-door meeting myself because of the power dynamic.

#### **I will document all pre-scheduled meetings between the instructor and the student via Google Calendar (or other software) and/or university email**

Students who email to request an office hour appointment should expect to receive an email confirmation or a Google Calendar (or other software) invitation from me, or, upon my email confirmation and request, may send me a Google Calendar (or other software) invitation for this meeting. The purpose is to provide a permanent record of the meeting and to ensure that all class activities are documented and transparent. Students who choose to drop by for informal meetings are welcome to do so, but there will be no documentation provided. (See above for open-door policy.)

#### **Choose meeting locations and conduct meetings with student and instructor safety in mind.**

**All individual meetings between instructor/student will take place at university venues.**

#### **Off-campus meetings, trips or events must engage with course material.**

Off-campus meetings will not involve alcohol or take place at locations that serve alcohol. If the class goes out for a meal, it will be at a cafe or restaurant that does not serve alcohol.

The location/day/time of any off-campus meetings between the instructor and students will be documented in Google Calendar (or other software).

#### **I, the instructor, will conduct all individual communications using the University platforms of email or Canvas, with the caveat that we may use non-University platforms set up by students (such as GroupMe) only if they include all students in the class.**

There will be no instructor-student private communications on any non-University platforms, such as social media, GroupMe, personal phone numbers, What's App, Slack,

etc.

**I, the instructor, offer to provide information to you about how to report sexual and gender-based misconduct, and am available to share information with the University at your request.**

Examples of Individuals with Reporting Obligations (IRO) include:

- Professor ... (email)
- Dean ..... (email)
- Associate Dean .... (email)
- Department Chair .... (email)
- Undergraduate Chair ... (email)
- Student Life .... (email)
- If you live in a dorm, your Resident Advisor

Report a violation to the U.S. Department of Education, Office of Civil Rights.

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

The Equity, Civil Rights and Title IX Office (ECRT).

<https://sexualmisconduct.umich.edu/reporting-process/reporting-to-the-university/>

Ann Arbor Campus & Michigan Medicine: 734-763-0235

Additional resources: <https://sexualmisconduct.umich.edu/student-resources>

Report to the University of Michigan Division of Public Safety and Security (DPSS) /  
Special Victims Unit

Emergency: call 911

To report an incident, call 734-763-1131

Ann Arbor Police

Emergency: call 911

Non-emergency Dispatch: 734-994-2911

[Avalon Healing Center](#) 313-474-SAFE

Avalon Healing Center offers immediate crisis intervention, advocacy and medical-forensic healthcare for survivors of sexual violence of all ages 24 hours a day 7 days a week. A team of multifaceted and diverse professional counselors centered around empowerment and empathy toward survivors provide services that are survivor-centered, trauma informed and culturally competent.

[Sexual Assault Prevention and Awareness Center \(SAPAC\)](#) 734-764-7771

[sapac@umich.edu](mailto:sapac@umich.edu)

The SAPAC Survivor Care Team consists of full-time, professional Case Managers and Advocates, and highly-trained U-M Master of Social Work interns. Our team is here to help, and provides a wide array of supportive services for survivors of sexual assault, intimate partner violence, stalking, sexual harassment, and gender-based harassment.

[Counseling and Psychological Services \(CAPS\)](#) 734-764-8312

Services include tele-counseling, crisis support, and virtual outreach.

## **SAMPLE SYLLABUS INSERT — POSSIBLE OBJECTIONS**

### **Students don't read the syllabus.**

We're suggesting that instructors call attention to the syllabus by spending five minutes reading the syllabus out loud on the first day of class, with attention to this insert. Our students have demonstrated a desire to educate themselves and are behind this movement for a safer community. We anticipate that many of them will appreciate your attention to and directness about these issues. This document provides a quick reference for students who need to access this information in the future.

### **What if an instructor provides these policies and then breaks them by, for example, insisting on closed-door meetings? Does this place the burden on students to ensure that instructors follow these guidelines?**

If an instructor does breach these policies, we hope that these guidelines empower students with the knowledge that, for example, intimate meetings off-campus with alcohol, are an issue and should be reported. Unfortunately, the burden of reporting does fall on a student but our hope is that chairs and administrators will support these policies and this change to our culture.

### **Student-instructor engagement is individualized. It can't be structured.**

We understand that many faculty and students appreciate informal engagement but, in a broken system with power differentials we're trying to protect and educate everyone and to provide clarity to foster a safe environment. Survivors and their allies are asking instructors to consider making a few compromises (such as not communicating with students by private text or message that do not include all students) and to accept inconveniences (such as providing documented confirmation of private meetings) as necessary actions to set clear boundaries.

### **I like to have my class over to dinner at the end of the semester.**

We appreciate the generosity of instructors. But you're in a different position than students and don't necessarily consider how students might feel about being in your home.