

This Syllabus Insert was devised with undergraduate students in mind but the document is equally important in defining best practices for graduate student/faculty interaction

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, Canvas, Slack, or Piazza, 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, 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. [NOTE TO INSTRUCTOR: This section is meant to be customized by you, based on your department/school/campus information. We've highlighted in yellow a few areas to pay particular attention to when customizing.]

People in certain roles are considered "Individuals with Reporting Obligations" (IROs) and are required to report suspected Prohibited Conduct to the Equity, Civil Rights and Title IX Office at the University of Michigan. **I, your instructor, AM / AM NOT an IRO.**

Examples of Individuals with Reporting Obligations (IRO) include:

Professor Name (email)

Dean Name (email)

Associate Dean Name (email)

Department Chair Name (email)

Undergraduate Chair Name (email)

Martino Harmon, Vice President for Student Life (harmonma@umich.edu)

If you live in a dorm, your Resident Advisor

Submit a complaint about assault or harassment to the Equity, Civil Rights and Title IX Office at the University of Michigan (ECRT).

Link to reporting at each of the three campuses:

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

Please note that Title IX offices often distinguish between making a "report," which does not launch an investigation, and filing a "complaint," which does.

This study, by Nicole Bedera, describes why there are so few investigations, even when survivors originally intend to report. We recommend this reading for anyone considering reporting, as a means to empower you through that process. Bedera's study is called *Settling for Less: How Organizations Shape Survivors' Legal Ideologies Around College Sexual Assault*. Dissertation the Department of Sociology, University of Michigan, 2021.

https://deepblue.lib.umich.edu/bitstream/handle/2027.42/171400/nbedera_1.pdf?sequence=1

Report an assault through 911

Dialing 911 from your cell phone will take you to local police. Dialing 911 from a campus phone will dial to the University police dispatch.

Report an assault to Local Police

Ann Arbor Police

Non-emergency Dispatch: 734-994-2911

Flint Police

Non-emergency Dispatch: 810-237-6800

Dearborn Police
Non-emergency Dispatch: 313-943-2241

Report an assault to University Police
UM-Ann Arbor Division of Public Safety and Security (DPSS) / Special Victims Unit
To report an incident: 734-763-1131

UM-Flint Department of Public Safety
To report an incident: 810-762-3333

UM-Dearborn Department of Public Safety
To report an incident: 313-593-5333

Report a violation related to gender/race to the U.S. Department of Education, Office of Civil Rights.

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

[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.

Counseling and Psychological Services (CAPS)

Services include tele-counseling, personal counseling, crisis support, virtual outreach, and referrals to community provider.

- [CAPS UM-Ann Arbor](#) 734-764-8312
- [CAPS UM-Flint](#) 810-762-3456
- [CAPS UM-Dearborn](#) 313-593-5430

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