



# Sexual Harassment: A Guide for Faculty & Staff

**If someone discloses an incident of sexual harassment to you, including sexual assault, stalking, dating or domestic violence, please take the following steps:**

## 1. LISTEN

- ❑ CONFIRM the person's safety. If they are not safe, help them create a plan to get to a safe place. Call 911 if needed.
- ❑ PROVIDE nonjudgmental support. Avoid questions that suggest blame or show doubt.
- ❑ RESPOND with compassion and sensitivity.

## 2. REFER

- ❑ REVIEW reporting options with the person (both the right to file with law enforcement and the right to file a formal complaint with Centenary).
- ❑ DIRECT the person to on-campus confidential resources.
- ❑ SHARE off-campus resources.

## 3. REPORT

- ❑ EXPLAIN your obligation to report the information.
- ❑ CONTACT the Title IX Coordinator to report the incident:  
Christine Rosado,  
908-852-1400 x2334 or  
[christine.rosado@centenaryuniversity.edu](mailto:christine.rosado@centenaryuniversity.edu)

**As an employee, you are obligated to report what you know.**

## REPORTING OPTIONS

### *To report an incident to law enforcement:*

- **Hackettstown Police Department:** Emergency 911 or non-emergency 908-852-3300 or 215 West Stiger Street, Hackettstown, NJ 07840
- **Centenary University Security Department:** 908-852-1400 x2720 or "0" or [campussecurity@centenaryuniversity.edu](mailto:campussecurity@centenaryuniversity.edu)

### *To report an incident to Centenary:*

- **Christine Rosado**, Title IX Coordinator: 908-852-1400 x2334 or [christine.rosado@centenaryuniversity.edu](mailto:christine.rosado@centenaryuniversity.edu)
- **Susan Dunham**, Deputy Title IX Coordinator: 908-852-1400 x2364 or [susan.dunham@centenaryuniversity.edu](mailto:susan.dunham@centenaryuniversity.edu)

The Title IX Coordinator or Deputy will contact the person who may have experienced sexual harassment to share information about available options and resources. **It is up to the person who may have experienced sexual harassment whether to meet with the Title IX Coordinator or Deputy.**

## **CAMPUS-BASED CONFIDENTIAL RESOURCES**

The following campus-based resources have a confidentiality privilege and will keep communications confidential:

- **Health Services: 908-852-1400 x2209 or x2206** or visit their website at <http://www.centenaryuniversity.edu/student-life/campus-services/health-wellness/>
- **Counseling Center: 908-852-1400 x2125** or visit their website at <http://www.centenaryuniversity.edu/student-life/campus-services/counseling-student-life/>
- **Office of the University Chaplain, Timothy Nicinski** (provides spiritual counseling and advice to members of the University community): **908-852-1400 x2234** or [timothy.nicinski@centenaryuniversity.edu](mailto:timothy.nicinski@centenaryuniversity.edu) or visit the campus ministry website at <http://www.centenaryuniversity.edu/student-life/campus-services/campus-ministry/>
- **The University also maintains an anonymous toll-free hotline: 800-401-8004** (English speaking) or **800-216-1288** (Spanish speaking). Or submit a complaint or violation on their website at <https://www.lighthouse-services.com/centenaryuniversity> or via email at [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) or fax at 215-689-3885.

***Please note: All Centenary University employees (including student employees), are obligated to report to the Title IX Coordinator any information they become aware of during the scope of their work. In addition, non-employees are also encouraged to report violations.***

## **OFF-CAMPUS RESOURCES**

- **Domestic Abuse & Sexual Assault Crisis Center (DASACC) of Warren County: 908-453-4181**

For more information, visit:

<http://www.centenaryuniversity.edu/campus-safety/sexual-violence-response-prevention/>

or

<http://www.centenaryuniversity.edu/human-resources/title-ix-webpage/>