Advisor Duty to Report Discrimination, Harassment, Retaliation, Sexual Misconduct,
 Dating and Domestic Violence, and Stalking

Dear Faculty/Staff Advisor,

Thank you for taking on the important role of advising a student organization this academic year. As the Title IX Coordinator at Sacramento State, I want to take a moment to remind you of your reporting responsibilities as a faculty/staff member and how these fit in with your duties as an organization advisor.

Under the authority of California State University Executive Orders 1096 and 1097, my office is responsible for ensuring that our campus remains free from all forms of discrimination, harassment (including sexual harassment), sexual misconduct, dating/domestic violence, and stalking.

- CSU Executive Order 1097 https://calstate.policystat.com/policy/6742744/latest/
- CSU Executive Order 1096 https://calstate.policystat.com/policy/6743499/latest/

In accordance with these Executive Orders, Sacramento State employees (including employees advising student organizations) who know or have reason to know of allegations or acts of discrimination, harassment (including sexual harassment), sexual misconduct, sexual misconduct, dating/domestic violence, and stalking shall promptly inform the Title IX Coordinator. These Employees are required to disclose all information, including the names of the Parties, even where the person has requested anonymity. The Title IX Coordinator will determine whether such confidentiality is appropriate given the circumstances of each such incident.

Student Organization advisors often learn of such incidents directly from students. It is important to remember your responsibility to report these incidents to my office even if the student(s) has requested confidentiality. My office will then determine appropriate next steps and assist student(s) with obtaining resources.

As part of your advisory role, please ensure that your organization’s leaders also report allegations of discrimination, harassment (including sexual harassment), sexual misconduct, dating/domestic violence, and stalking to my office. Also advise your organization’s leaders that my office will ask them to place their organization’s adjudication process on hold until the
University’s review/investigation is complete. We will notify your organization when we have completed our process, so that it may proceed accordingly.

We are aware that some student organizations may have misconceptions about what will occur if members violate Executive Orders 1096 or 1097. Generally speaking, student organizations will not be penalized if a member engages in this type of misconduct. The best thing student leaders can do is to let the University address the situation. We also understand that members of student organizations often have close bonds and may wish to support someone who is facing potential disciplinary action. Students are welcome to provide a friend with emotional support if they know that friend is under investigation. However, there is a difference between emotional support and interference in a University investigation. Student organizations may be found in violation of the Executive Orders if they retaliate against someone for reporting a violation, attempt to dissuade a witness or complainant, or instruct witnesses to give false information.

Please see the attached document for tips on how to respond effectively and compassionately to a student disclosure. Also, feel free to contact my office if you have questions.

Sincerely,

William “Skip” Bishop

William “Skip” Bishop
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Title IX Coordinator
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Attachment – Tips for Responding to Disclosures