



California State University, Sacramento  
Office for Equal Opportunity  
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## **Advisor Duty to Report Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating and Domestic Violence, Stalking and Retaliation**

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 Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, my office is responsible for ensuring that our campus remains free from all forms of discrimination, harassment (including sexual harassment), sexual misconduct, sexual exploitation, dating/domestic violence, stalking and retaliation.

- [Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation](#)

In accordance with the new policy, 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 exploitation, dating/domestic violence, stalking, and retaliation 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, sexual misconduct, sexual exploitation, dating/domestic violence, and stalking and retaliation 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 these state and federal policies. 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 a policy 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**

Director of Equal Opportunity

Title IX Coordinator

California State University, Sacramento

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Attachment – Tips for Responding to Disclosures