

## **Sample Language for Syllabus**

**Sexual Harassment and Misconduct:** Eastern Illinois University prohibits relationship violence, stalking, sexual assault, sexual harassment, and other forms of sexual misconduct in any of its employment situations or educational programs and activities (see <https://www.eiu.edu/mandatedinformation/assault.php>). It is the responsibility of faculty chairpersons, administrators, and supervisors to inform the appropriate offices about potential instances of sexual harassment. All other faculty and staff are expected to report these incidents as well. Employees who are not required to report include those who work in the Counseling Clinic, and Medical Clinic. Students are encouraged to contact the confidential advisor, located in the Counseling Clinic, who is able to provide support and advocacy, and explore options.

Students who need to file a complaint have multiple options:

- **Dean of Students Office:** 1510 MLK Jr. University Union; Phone: (217) 581- 3827 Hours: Open M-F from 8 a.m. to 4:30 p.m.
- **University Police Department (UPD):** Phone: (217) 581-3212 (911 if an emergency). UPD office is open daily until 4:30 p.m.; officers are on duty 24 hours.
- **Office of Civil Rights/Title IX Coordinator:** 1011 Old Main; Phone: (217) 581-5020 Hours: Open M-F from 8 a.m. to 4:30 p.m.
- **PREVAIL Illinois** (formerly SACIS) is our community sexual assault services provider. Webpage: <https://www.prevailil.org/>. Phone hotline: 1-888-345-2846; Office phone (217) 348-5033.
- **Charleston Police Department (CPD)** for incidents occurring off campus: 614 6<sup>th</sup> Street; Phone: (217) 348-5221 (911 if an emergency).

The Interpersonal Violence Awareness Team's website has more helpful resources and information: <https://www.eiu.edu/sexualassaultresources/>. EIU has an incident reporting form here: [https://cm.maxient.com/reportingform.php?EasternIllinoisUniv&layout\\_id=5](https://cm.maxient.com/reportingform.php?EasternIllinoisUniv&layout_id=5).