

# Faculty Guide

# Responding to a disclosure of sexual violence

Disclosing an experience of sexual violence is the act of sharing information about an experience to someone who previously did not know. Individuals will often confide in the people they trust the most—a friend, peer, colleague, etc. You have a duty to respond compassionately and to ensure that survivors are informed about supports and options. *Note:* A faculty member cannot receive a complaint (see the back of this document for complaint process).

A **disclosure** is the act of sharing information about an experience of sexual violence.

A **complaint** is a disclosure for the purpose of initiating an investigation.

For more information, visit: [ualberta.ca/campus-life/sexual-violence/complaints](http://ualberta.ca/campus-life/sexual-violence/complaints).

## If you receive a disclosure

Listen, believe, and offer your support. Each person has the right to make their own decisions regarding their personal recovery and to have those choices respected. Ask the person what they would like to do. **The discloser may indicate one or many of the following needs:**

### Faculty Contact:

Stacey Brennan, Senior Officer HR & Admin, Faculty of Arts 780-492-8410

Kristy Wuetherick, Senior Officer, Student Programs & Services, Faculty of Arts 780-492-7657

### Discloser wants

### For concerns and questions:

#### Do Nothing

Each person will know which, if any, of these options are best for them. Choosing to do nothing is a valid option.

#### Campus Contact:

the U of A Office of Safe Disclosure and Human Rights  
780-492-7325

#### Personal Support

Refer discloser to the community resources on the back of this document.

#### Campus Contact:

the U of A Sexual Assault Centre  
780-492-9771 | 2-705 SUB

Office of the Dean of Students (DOS)  
dosdean@ualberta  
Employee and Family Assistance Program (EFAP)  
780-428-7587

#### Safety

Refer discloser to the safety resources on the back of this document for support in their safety planning.

#### Campus Contact:

U of A Protective Services (UAPS)  
780-492-5050 | Education car park  
the U of A Sexual Assault Centre (SAC)  
780-492-9771 | 2-705 SUB

Office of the Dean of Students (DOS)  
780-492-4145 | 5-02 SUB  
the U of A Office of Safe Disclosure and Human Rights (OSDHR)  
780-492-7325

#### Medical Support

Refer discloser to the medical resources on the back of this document.

#### Accommodations/Modifications

For more information about additional requests, see the back of this document.

# Modifications for a discloser asking for an adjustment to any of the following:

## Academic extension, referral, change in lab/class, etc.

**Options include:** granting modification discloser has requested, or offer alternatives.

Discuss/consult with Faculty Contact Eddy Kent,  
Associate Dean, Student Services 780-492-7611

Discuss/consult with Campus Contacts (DOS, SAC, OSDHR, HIAR)

## Work relocation, change in hours, work from home, leave, etc.

**Options include:** granting modification discloser has requested, or offer alternatives.

Discuss/consult with Faculty Contact Stacey Brennan,  
Senior Officer, HR & Admin, 780-492-8410

Discuss/consult with Campus Contacts (Faculty Relations, DOS, SAC, OSDHR, HIAR)

## Living change in residence, breaking residence lease early, etc.

Refer to Residence Services (Assistant Dean, Residence Life)

# Complaint Process

## For allegations against

Refer to

Students	→	UAPS
Staff	→	OSDHR
Faculty	→	Faculty Relations

## For questions about allegations against

Contact

Students	→	DOS
Staff	→	OSDHR, HR
Faculty	→	OSDHR

## Interim Measures

conditions of no-contact between people, space restrictions, privileges, event restrictions, etc.

## Options for

Refer discloser to

For questions, contact

Students	→	DOS	DOS
Staff	→	supervisor and/or HR partner	HR or OSDHR
Faculty	→	Faculty Contact: _____ _____	Faculty Relations or OSDHR

# Resources

## Community

**U of A Sexual Assault Centre (SAC)**  
2-705 SUB | 780-492-9771

**Sexual Assault Centre of Edmonton (SACE)**  
780-423-4102

**U of A ACCESS Open Minds**  
2-300 SUB | 780-492-4773

**U of A Counselling and Clinical Services**  
2-600 SUB | 780-492-5205

**Sexual Assault Crisis Line (SACE)**  
780-423-4121

**ACCESS Outreach Team**  
289 CAB | 780-492-6272

## Medical

**University Health Centre (UHC)**  
2-200 SUB | 780-492-2612

**Sexual Assault Response Team (SART) nurse**  
*access through Edmonton-area emergency rooms within 7 days of the assault*

**STI Clinic**  
11111 Jasper Ave | 780-342-2300

Or visit a family physician.

## Safety

**University of Alberta Protective Services (UAPS)**  
Education Car Park | 780-492-5050

**U of A Office of Safe Disclosure and Human Rights (OSDHR)**  
300 Campus Tower | 780-492-7325

**U of A Sexual Assault Centre (SAC)**  
2-705 SUB | 780-492-9771

**Office of the Dean of Students (DOS)**  
5-02 SUB | 780-492-4145

## Campus Contacts for discloser

**U of A Sexual Assault Centre (SAC)**  
2-705 SUB | 780-492-9771

**U of A Office of Safe Disclosure and Human Rights (OSDHR)**  
300 Campus Tower | 780-492-7325

**Employee and Family Assistance Program (EFAP)**  
780-428-7587

**Office of the Dean of Students (DOS)**  
5-02 SUB | 780-492-4145

**Helping Individuals at Risk**  
300 Campus Tower | 780-492-4372

**Residence Services**  
Assistant Dean, Residence Life  
780-492-0879

**Faculty Contacts:**

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**HR Partner:**

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