

RESOURCES FOR FACULTY AND STAFF: SEXUAL MISCONDUCT

All Loyola employees have a right to be free from all forms of sexual harassment in the workplace. Loyola takes seriously its obligation to provide an employment environment free from such misconduct and will provide appropriate support upon notice/request. The information below is intended to provide notice of various rights and resources to parties who may be affected by such conduct. If you have any questions or are seeking information regarding resources not referenced below, please contact the Office for Equity & Compliance (“OEC”) and one of our staff will be happy to assist you further.

Loyola’s Relevant Policies for Employees

Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation

- Applicable to students, faculty, and staff
- Contains the University’s policies addressing discrimination and sexual misconduct, including Title IX matters
- [LUC.edu/comprehensivepolicy](https://luc.edu/comprehensivepolicy)

Employee Staff Handbook

- Applicable to non-faculty staff and administrator employees
- [LUC.edu/hr/handbook_employee.shtml](https://luc.edu/hr/handbook_employee.shtml)

Faculty Handbook

- Applicable to faculty employees
- [LUC.edu/academicaffairs/resources/facultyhandbook](https://luc.edu/academicaffairs/resources/facultyhandbook)

**Other contracts, collective bargaining agreements, and policies may also apply.*

Title IX

Title IX is a federal law that explicitly prohibits discrimination based on sex by any institution of higher education that receives federal funds (which includes Loyola). Under Title IX, certain types of sexual harassment, when occurring within the United States and within the University’s education programs or activities, constitute a form of prohibited sex discrimination.

Title IX requires a specific grievance process for complaints of Title IX sexual harassment, as distinct from other forms of Title IX sex discrimination and other forms of sexual harassment. Every educational institution receiving federal financial assistance must designate a “Title IX Coordinator” to carry out the institution’s obligations under Title IX. At Loyola, the Executive Director of the OEC is the Title IX Coordinator, and is assisted in this function by several Deputy Title IX Coordinators.

Any person may report Title IX sex discrimination, including Title IX sexual harassment (whether or not the person reporting is the affected party), via the publicly available online reporting form available at [LUC.edu/equity](https://luc.edu/equity); in person; by mail, telephone, or email (see contact information below); or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the online reporting form or other contact information provided.

Inquiries about Title IX at Loyola, or reports or complaints of any alleged Title IX violation may be directed internally to:

Title IX Coordinator

Timothy Love, Executive Director for Equity & Compliance
Office for Equity & Compliance
Granada Center 4th Floor, 6439 N. Sheridan Rd., Chicago, IL 60626
office (773) 508-7766 | direct (773) 508-3733 | email: tlove@LUC.edu

Contact Information for Other OEC Staff

Ashonda Walker, Case Manager/Paralegal	773-508-3731	awalker5@LUC.edu
Nika Arzoumanian, Deputy Title IX Coordinator/Equity Investigator	773-508-3784	narzoumanian@LUC.edu
Megan Tobin, Deputy Title IX Coordinator/Equity Investigator	773-508-3781	mtobin8@LUC.edu
Karolina Bartosik, Deputy Title IX Coordinator/Equity Investigator	773-508-8694	kbartosik@LUC.edu

Right to Report

Any employee who has experienced sexual and/or gender-based misconduct (including but not limited to sexual assault; sexual harassment; sexual exploitation; intimate-partner, dating, and/or domestic violence; and stalking) has a right to report the incident to Loyola, law enforcement (Chicago Police Department), both, or neither. Reports received by other faculty or staff, including Human Resources staff, will be directed to the Office for Equity & Compliance (“OEC”) and will be considered private and sensitive.

- Any person may **report** Title IX sex discrimination or sexual harassment at Loyola (whether or not the person reporting is the affected party) via the online form found here:
https://cm.maxient.com/reportingform.php?LoyolaUnivChicago&layout_id=9
- Any student or employee (or prospective student/employee) may also file a **complaint** at any time. We recommend anyone considering a complaint first connect with a member of the OEC staff (equity@LUC.edu) to understand the implications.
 - For more information, visit the OEC’s “Reporting Discrimination and Sexual Misconduct” page:
[LUC.edu/equity/gethelp/reportingcomplaintoptions](https://luc.edu/equity/gethelp/reportingcomplaintoptions)
 - CRP Complaint Form: https://cm.maxient.com/reportingform.php?LoyolaUnivChicago&layout_id=24

If any employee wishes to receive *confidential* support (without triggering any additional outreach or action by the University), they should instead contact Loyola’s **Employee Assistance Program** ([LUC.edu/hr/eap/](https://luc.edu/hr/eap/)).

ETHICSLINE

EthicsLine is an additional reporting tool to provide you with an automated and anonymous way to report activities and behavior that may involve misconduct or violations of University policies. These activities may include, but are not limited to, fraud, abuse, behavioral concerns, and other misconduct in the workplace.

Due to the nature of certain claims, the University may be limited with respect to the actions it may be able to take in response to a report if the individual submitting the report chooses to do so anonymously.

- To file a report call 855-603-6988 or utilize the online reporting form available at [LUC.edu/hr/ethics/](https://luc.edu/hr/ethics/).

Right to Assistance

Any individual who would like assistance notifying law enforcement or accessing and navigating campus and local medical and mental health services, counseling, and advocacy services may contact any of the campus resources listed below to request assistance. The primary points of contact for employees requesting assistance with sexual misconduct matters are:

OFFICE FOR EQUITY & COMPLIANCE: (see “Title IX”, above) [LUC.edu/equity](https://luc.edu/equity)

HUMAN RESOURCES: With locations on the Lake Shore and Water Tower campuses (as well as partial hours at the Health Sciences Campus), Human Resources is also available to assist with employee relations issues for all Loyola employees. HR also supports employees and retirees with an array of benefits centered around health, wellness, financial security, and work life balance.

Lake Shore Campus HR Office
Granada Center, Suite 270
office 773-508-3140
hr-lsc@LUC.edu

Water Tower Campus HR Office
Lewis Towers, Suite 820
office 312-915-6175
hr-wtc@LUC.edu

Right to Supportive Measures

Supportive measures are non-disciplinary and are designed to restore or preserve equal access to the University’s education program or activity without unreasonable burdening other parties, including measures designed to protect the safety of all parties or the University community, or deter prohibited conduct.

Affected parties, complainants, respondents, and witnesses involved in cases of alleged sexual misconduct may request supportive measures through the Office for Equity & Compliance – regardless of whether a complaint is filed. Additional information available at [LUC.edu/equity](https://luc.edu/equity).

Available supportive measures may include but are not limited to:

- Temporary No Contact Directive (prevents another student, faculty member, or other employee from contacting you)
- Reasonable accommodations to ensure safe access to workplace or transportation services
- Referrals for *confidential* wellness support, including the University’s Employee Assistance Program (see below)
- Referrals to community-based resources for assistance with legal, visa, and immigration issues

Additional Resources and Contact Information

MEDICAL AND MENTAL HEALTH (available regardless of whether you submit a complaint or report to law enforcement)

- **Employee Assistance Program (EAP)** – Perspectives, Loyola’s EAP administrator, is available to support employees and their families by providing 24/7 emergency services, referrals, and short-term counseling, among several other services.
 - [LUC.edu/hr/ethics/](https://luc.edu/hr/ethics/)
- **First Stop Health** – Virtual mental health resource that provides 24/7 access to short-term, solution-focused counseling via app, web or phone.
 - [LUC.edu/hr/firststophealth/](https://luc.edu/hr/firststophealth/)
- **Aetna Medical Plan** – You can locate behavioral health professionals who specialize in mental illness, anxiety, depression, stress, etc. by contacting the Aetna Concierge Line (Monday to Friday, 8:00a.m. to 6:00p.m.) via phone at 855-586-6958 or online at the Aetna online portal to search for a provider.
- **Chicago Rape Crisis Hotline:** 888-293-2080
 - <https://ywcachicago.org/our-work/sexual-violence-support-services/rapecrisis>
- **Greenlight Counseling** (confidential counseling for sexual assault): 773-728-7800; 800-572-2390
 - <https://greenlightfamilyservices.org/services/counseling>
- **Chicago Rape Crisis Hotline:** 888-293-2080
 - <https://ywcachicago.org/our-work/sexual-violence-support-services/rapecrisis>
- **Resilience** (confidential advocacy for survivors of sexual violence): 312-443-9603
 - www.ourresilience.org
- **Supported Medical Facilities** – The following facilities are recommended if pursuing a forensic evidence collection kit (“rape kit”); ask for a “victim’s advocate” upon check-in; note that the exam/kit must be obtained within **7 days** of an assault, and certain medical support is only available in the first **72 hours**.
 - Lake Shore Campus: Illinois Masonic Medical Center, 836 W. Wellington Ave., Chicago, IL 60657
 - Water Tower Campus: Northwestern Memorial Hospital, 251 E. Huron St., Chicago, IL 60611
 - Health Sciences Campus: Loyola University Medical Center, 2160 S. First Ave., Maywood, IL 60153

LAW ENFORCEMENT (assistance notifying law enforcement is available)

- **Loyola University Chicago’s Department of Campus Safety:** 773-508-6039
- **Nearest Police Departments** (you can always call 911 as well)
 - Lake Shore Campus: Chicago Police (24th District): 312-744-5907 (6464 N. Clark St., Chicago, IL 60626)
 - Water Tower Campus: Chicago Police (18th District): 312-742-5870 (1160 N. Larrabee St., Chicago, IL 60610)
 - Health Sciences Campus: Cook County Sheriff’s Police: 708-865-4700 (1401 S. Maybrook Dr., Maywood, IL 60153)
 - Loyola University retreat and Ecology Center (LUREC): Woodstock Police Department 24-Hour Non-Emergency: 815-338-2131 (656 Lake Avenue, Woodstock, IL 60098)

LEGAL

- Circuit Court of Cook County (to request a legal “order of protection”): 312-325-9006 or 312-325-9037 (555 W. Harrison, Chicago, IL 60607)