September 15, 2020

Understanding Title IX at Baruch and The City University of New York: 
Policy on “Responsible Employees”

Dear Colleagues,

All members of the Baruch community need to know about The City University of New York’s Policy on Sexual Misconduct and be aware of the faculty and staff in our community—aptly designated “responsible employees”—with accountability to “report incidents of sexual misconduct, including all relevant details, to the Title IX coordinator.” At Baruch College, I serve as Title IX, Section 504 coordinator (my contact information appears with my signoff, at the bottom of this message).

What follows is a summary of the essential elements of the University’s Policy on “Responsible Employees.”

Who Are Title IX “Responsible Employees,” and What Is Their Role?
Per CUNY’s policy, when a complainant discloses to a “responsible employee” that he or she has an issue or concern involving sexual misconduct, the responsible employee must—to the extent possible—advise him or her of reporting obligations before any information is revealed.

Responsible employees designated at Baruch are as follows:
- College Title IX coordinator and staff
- Office of Public Safety employees
• Vice president for student affairs or dean of students and all staff housed in those offices (other than staff designated as confidential employees)
• Residence Life staff in CUNY-owned or -operated housing, including resident assistants
• Directors and deputy directors of human resources
• College president, vice presidents, and deans
• Athletics staff
• Department chairs
• College/unit attorneys
• College/unit labor designee
• Faculty and staff members at times when they are leading or supervising students on off-campus trips
• International education liaisons/study abroad campus directors and field directors
• College childcare center staff
• Managers or supervisors, regarding alleged sexual misconduct involving people who report to them

All other employees are strongly encouraged to report sexual misconduct to me, unless they are specifically designated as confidential employees. By definition, “confidential employees have an obligation to maintain a complainant’s confidentiality regarding allegations of sexual misconduct and will not share any identifying information with others, except as required by law in emergency circumstances.”

Confidential Resources for Students and Employees
If the complainant is a student and wants to maintain confidentiality, the responsible employee should inform the complainant of such confidential resources as:
  • Baruch’s Counseling Center
  • Nurse, nurse practitioner, or other College health office staff member

Staff in the Counseling Center and the Student Health Care Center will “not report allegations to the college’s Title IX coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat of serious injury to the complainant or any other person.”

Baruch employees who wish to speak to a confidential resource are referred to free confidential support services through CUNY’s Work/Life Program, CCA@Your Service.
University-wide Training: E-SPARC
In accordance with New York State law, CUNY has implemented the Employee Sexual Violence Prevention and Response Course (E-SPARC) University-wide to provide employees with annual training for the prevention, identification, and reporting of sexual harassment. All employees who have not completed E-SPARC training are mandated to complete it.

In the coming months, Baruch College will be providing further information and trainings on this and other related topics. In the meantime, please do not hesitate to contact me with your questions and concerns. Thank you.

Sincerely,
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