



Researcher Support Team Roles and Responsibilities Worksheet

Department/Role	Ways to Offer Support	Contact Person and Information/Notes
Academic Affairs	<ul style="list-style-type: none"><input type="checkbox"/> Provide trainings and materials on how to manage harassment and intimidation<input type="checkbox"/> Write and distribute policies on harassment and intimidation<input type="checkbox"/> Help with course releases as appropriate<input type="checkbox"/> Advocate for students who have been affected by harassment and intimidation<input type="checkbox"/> Help with conflict management among faculty or between faculty and students<input type="checkbox"/> Provide a faculty advocate who can attend meetings with the harassed individual to provide support	
Academic and Staff Assistance Program	<ul style="list-style-type: none"><input type="checkbox"/> Provide consultation services for the mental health and well-being of the targeted person and other affected faculty<input type="checkbox"/> Serve as an advocate for affected person within the university<input type="checkbox"/> Refer affected person to community and national organizations that can help them protect their mental health<input type="checkbox"/> Provide support groups for those affected<input type="checkbox"/> Provide workshops on self-care and other skills needed by affected person	
Campus and Student Life	<ul style="list-style-type: none"><input type="checkbox"/> Reach out to students whom the attack may impact to ensure that they have advocacy and support	



Counseling and Psychological Services	<ul style="list-style-type: none"><input type="checkbox"/> Provide consultation services for the mental health and well-being of the targeted person and other affected researchers<input type="checkbox"/> Serve as an advocate for affected person within the university<input type="checkbox"/> Refer affected person to community and national organizations that can help them protect their mental health<input type="checkbox"/> Provide support groups for those affected<input type="checkbox"/> Provide workshops on self-care and other skills needed by affected person	
Dean / Department Chair	<ul style="list-style-type: none"><input type="checkbox"/> Provide education and information on intimidation and harassment, including information on current trends and resources for mitigating the risk of abuse and responding to abuse<input type="checkbox"/> Anticipate risks for more vulnerable researchers while also showing an interest in their work<input type="checkbox"/> Meet with the person being harassed and assure them they have wider university support<input type="checkbox"/> Check-in regularly with targeted individuals to ensure they have the support they need<input type="checkbox"/> If desired by the targeted person, help them prepare a brief message about their situation for circulation within the university<input type="checkbox"/> If desired by the targeted person, prepare a holding statement of support<input type="checkbox"/> Connect the targeted individual with colleagues who have had similar experiences	



	<ul style="list-style-type: none"><input type="checkbox"/> Help the harassed person file a harassment report<input type="checkbox"/> Identify alternative classroom and office spaces if necessary<input type="checkbox"/> Create contingency plans in case the abuse persists long enough to affect researchers professional obligations, such as teaching<input type="checkbox"/> Connect the person to other departments (e.g., IT, Human Resources) and offer to coordinate efforts with other offices as needed	
Dean of Students	<ul style="list-style-type: none"><input type="checkbox"/> Address potential student misconduct, discrimination, and harassment<input type="checkbox"/> Provide education and information to students on intimidation and harassment including information on current trends and resources for mitigating the risk of abuse and responding to abuse	
General Counsel	<ul style="list-style-type: none"><input type="checkbox"/> Proactively work with communications team to develop ready-to-go public communications and statements of support<input type="checkbox"/> Be prepared to review public communications<input type="checkbox"/> Work with public records regarding state and federal laws regarding record retention and open records requests<input type="checkbox"/> Provide legal consultation<input type="checkbox"/> Help the person acquire outside counsel if they desire to take proactive civil legal action or other legal action outside the scope of the general counsel	



Human Resources	<ul style="list-style-type: none"><input type="checkbox"/> Help the affected person document intimidation and harassment<input type="checkbox"/> Help the person plan a strategy for how to respond to harassment<input type="checkbox"/> Provide support in discussing intimidation and harassment with the person's department chair and/or dean<input type="checkbox"/> Assist in facilitating connections between colleagues who have had similar experiences<input type="checkbox"/> Investigate harassment and intimidation complaints by conducting relevant interviews and reviewing evidence	
Information Technology	<ul style="list-style-type: none"><input type="checkbox"/> Help change and monitor university email accounts and phone systems<input type="checkbox"/> Remove personal information from university websites, social media, and public-facing directories<input type="checkbox"/> Help to protect and make private any related course material and syllabi<input type="checkbox"/> Help the person change their social media privacy settings and passwords<input type="checkbox"/> Provide consultation on digital security<input type="checkbox"/> Assign a point person to monitor harassing messages for escalating threats and for evidence that could be used in a criminal investigations<input type="checkbox"/> Assist in reporting harassment and intimidation to relevant platforms<input type="checkbox"/> Help the individual document the harassment	
Office of Faculty Development and	<ul style="list-style-type: none"><input type="checkbox"/> Proactively help faculty at a high risk of experiencing harassment anticipate risks while also showing an interest in	



Diversity	<p>their work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide trainings and materials on how to manage harassment and intimidation 	
Office of Inclusion and Equity	<ul style="list-style-type: none"> <input type="checkbox"/> Address harassment or abuse related to a person's racial, ethnic, gender, or LGBTQIA+ status <input type="checkbox"/> Provide support to others who share a demographic identity similar to that of the targeted individual 	
Provost	<ul style="list-style-type: none"> <input type="checkbox"/> Provide messaging surrounding the importance of of academic freedom to the university's mission and the university's commitment to supporting targeted individuals <input type="checkbox"/> Communicate the importance and need for free inquiry within the university <input type="checkbox"/> If desired by the harassed person, prepare a holding statement of support 	
Public Records	<ul style="list-style-type: none"> <input type="checkbox"/> Help individuals determine what records could legally be required to be made public upon request <input type="checkbox"/> Provide recommendations regarding email usage and records retention 	
Public Relations	<ul style="list-style-type: none"> <input type="checkbox"/> Develop communication strategies for responding to harassment and intimidation <input type="checkbox"/> Help with public messaging, media inquiries, and social media <input type="checkbox"/> Release public statements in support of the harassed individual <input type="checkbox"/> Prepare staff to respond to harassing phone calls and other inquiries by providing them with pre-crafted scripts 	



	<p>to use on phone calls</p> <ul style="list-style-type: none"><input type="checkbox"/> Help the harassed person develop a personal communication strategy for how to respond to harassment<input type="checkbox"/> Serve as a liaison between the person and any interested media	
Security	<ul style="list-style-type: none"><input type="checkbox"/> Assess threat level<input type="checkbox"/> Assess the potential for a criminal investigation<input type="checkbox"/> Serve as a liaison between the harassed person and local police<input type="checkbox"/> Provide escort services as needed	