

# IMPORTANT RESOURCES FOR FACULTY, RESEARCHERS AND STAFF (Fall 2019)

TOPIC	WHAT TO KNOW	WHERE TO GO
<p><a href="#">Academic integrity / cheating</a></p>	<ul style="list-style-type: none"> <li>Each school has a process to ensure fair inquiry and appropriate consequences if necessary.</li> <li>If you suspect or discover cheating, contact the academic integrity point-person or student affairs office in your department or school.</li> </ul>	<p>For undergraduate &amp; select graduate schools:  <b>Student Conduct and Community Standards</b>                      212-854-6872  <a href="http://studentconduct.columbia.edu">studentconduct.columbia.edu</a>                      or Student Affairs office in your school</p>
<p><a href="#">Benefits / Human resources information</a></p>	<ul style="list-style-type: none"> <li>The Columbia Benefits Service Center is the point of contact for inquiries about medical and dental coverage, retirement, tuition programs and disability.</li> <li>The Human Resources Service Center provides information about payroll and accounting, employment applications and verification, and other policies and procedures.</li> <li>Your department administrator or HR point person also can assist with questions.</li> </ul>	<p><b>Columbia Benefits Service Center</b>                      212-851-7000  <a href="mailto:hrbenefits@columbia.edu">hrbenefits@columbia.edu</a>  <a href="http://hr.columbia.edu/cu-officers">hr.columbia.edu/cu-officers</a>  <b>Human Resources Service Center</b>                      212-851-2888                      CUI MC 212-305-HELP (4357), Option 1  <a href="mailto:cumchr@cumc.columbia.edu">cumchr@cumc.columbia.edu</a>  <a href="http://cumc.columbia.edu/hr">cumc.columbia.edu/hr</a></p>
<p><a href="#">Community safety</a></p>	<ul style="list-style-type: none"> <li>In an emergency, dial 911 or contact Columbia University Public Safety (24/7/365).</li> <li>Columbia Public Safety provides emergency response, assistance with personal threats, security escorts, lost and found, and assistance with law enforcement.</li> </ul>	<p><b>Public Safety</b>                      Morningside 212-854-2797 or 4-5555                      Medical Center 212-305-8100 / 7979                      Manhattanville 212-853-3301 or 3-3333  <a href="http://publicsafety.columbia.edu">publicsafety.columbia.edu</a></p>
<p><a href="#">Disability accommodations for students</a></p>	<ul style="list-style-type: none"> <li>You can contact Disability Services or students can provide an accommodations memo from Disability Services.</li> <li>Disability Services also assists with accessibility for events and course materials.</li> <li>For pregnancy-related accommodations, please contact the Title IX Coordinator (see Gender-based misconduct involving students, below, for contact information).</li> </ul>	<p><b>Disability Services</b>                      Morningside 212-854-2388                      CUI MC 212-304-7029                      Barnard 212-854-4634  <a href="http://health.columbia.edu/disability-services">health.columbia.edu/disability-services</a></p>
<p><a href="#">Discrimination involving students or employees (includes hostile work environment)</a></p> <p>- and -</p> <p><a href="#">Gender-based misconduct involving employees</a></p>	<ul style="list-style-type: none"> <li>Columbia prohibits all forms of discrimination and discriminatory harassment based on race, sex, age, disability, national origin, sexual orientation, gender and other protected categories. All policies are on EOAA's website.</li> <li>Faculty, research officers and staff may not have a romantic or sexual relationship with any undergraduate student (including undergraduate student employees and volunteers), regardless of whether they supervise the student.</li> <li>Faculty, research officers and staff may not have a romantic or sexual relationship with any graduate student over whom they exercise academic or professional authority.</li> </ul> <p>Faculty, research officer and staff responsibilities:</p> <ul style="list-style-type: none"> <li>All have a duty to report discrimination, harassment and related misconduct toward students to EOAA. (For gender-based misconduct involving students, see below.)</li> <li>The University asks all faculty, research officers and staff to report prohibited conduct involving employees or third parties to EOAA and/or your designated Human Resources representative.</li> <li>All who have supervisory responsibility are required to report prohibited conduct involving anyone at Columbia to EOAA, and are responsible for acting to prevent discrimination and harassment, including responding promptly and thoroughly to these types of claims.</li> </ul>	<p><b>Office of Equal Opportunity and Affirmative Action (EOAA)</b>                      212-854-5511  <a href="mailto:eoaa@columbia.edu">eoaa@columbia.edu</a>  <a href="http://eoaa.columbia.edu">eoaa.columbia.edu</a></p> <p><b>Title IX Coordinator</b>                      212-853-1276  <a href="mailto:titleix@columbia.edu">titleix@columbia.edu</a></p>
<p><a href="#">Gender-based misconduct involving students (includes sexual assault, sexual harassment, dating/domestic violence, stalking)</a></p>	<ul style="list-style-type: none"> <li>Inform the student that you have a responsibility to report what they've shared to the Gender-Based Misconduct Office; staff there will contact them with resources and information. It is the student's choice whether to participate in an investigation, if one occurs.</li> <li>Provide information about Columbia resources from the Sexual Respect website.</li> <li>File a report so that the student can be assisted, even if the incident occurred off campus or with a non-affiliate.</li> </ul>	<p>For resources and reporting:  <b><a href="http://Sexualrespect.columbia.edu">Sexualrespect.columbia.edu</a></b></p> <p>- or call/email -  <b>Gender-Based Misconduct Office</b>                      212-854-1717  <b>Title IX Coordinator</b>                      212-853-1276   <a href="mailto:titleix@columbia.edu">titleix@columbia.edu</a></p>

# IMPORTANT RESOURCES FOR FACULTY, RESEARCHERS AND STAFF (Fall 2019)

TOPIC	WHAT TO KNOW	WHERE TO GO
<p><b>Gender-non-binary and transgender student concerns</b></p>	<ul style="list-style-type: none"> <li>• Students can register preferred names, which will appear on course rosters.</li> <li>• Restroom policy: All may use restrooms that are most consistent with their gender identity; campus maps include single-user and gender-neutral restrooms.</li> </ul>	<p><b>Registrar</b>  <a href="http://registrar.columbia.edu/content/faq-preferred-name-policy">registrar.columbia.edu/content/faq-preferred-name-policy</a>  <a href="mailto:registrar@columbia.edu">registrar@columbia.edu</a></p> <p><b>Office of University Life</b>  <a href="http://universitylife.columbia.edu/inclusion-diversity-belonging">universitylife.columbia.edu/inclusion-diversity-belonging</a>  <a href="mailto:universitylife@columbia.edu">universitylife@columbia.edu</a></p>
<p><b>Hotline for compliance concerns</b></p>	<ul style="list-style-type: none"> <li>• The University's compliance hotline is a confidential channel, by phone and web-based, for employees to report or seek guidance on possible compliance issues.</li> <li>• It is supported by a third-party vendor and staffed by professionals.</li> <li>• It includes an option to report concerns anonymously.</li> </ul>	<p><b>Compliance Hotline</b>            1-866-627-3768  <a href="http://compliance.columbia.edu/hotline">compliance.columbia.edu/hotline</a></p>
<p><b>Immigration / Undocumented student concerns</b></p>	<ul style="list-style-type: none"> <li>• The International Students and Scholars Office is the go-to resource for international students and visiting professors and researchers.</li> <li>• For undocumented/DACA student concerns and resources, contact the Office of University Life.</li> </ul>	<p><b>International Students and Scholars Office</b>            212-854-3587 (Morningside)   212-305-8165 (CUIMC)  <a href="http://isso.columbia.edu">isso.columbia.edu</a></p> <p><b>Office of University Life</b> <a href="http://universitylife.columbia.edu/daca">universitylife.columbia.edu/daca</a>  <a href="mailto:universitylife@columbia.edu">universitylife@columbia.edu</a></p>
<p><b>Inclusive teaching</b></p>	<ul style="list-style-type: none"> <li>• The Center for Teaching and Learning offers resources, workshops and individualized consultation.</li> </ul>	<p><b>Center for Teaching and Learning</b>            212-854-1692  <a href="mailto:columbiaCTL@columbia.edu">columbiaCTL@columbia.edu</a>  <a href="http://ctl.columbia.edu">ctl.columbia.edu</a></p>
<p><b>Mental health (includes alcohol/drug abuse)</b></p>	<ul style="list-style-type: none"> <li>• Recognizing students in distress and connecting them to services is critically important.</li> <li>• You can speak with the student, a student affairs administrator, or consult directly with Counseling and Psychological Services / Mental Health Services.</li> <li>• Behavioral red flags may include repeatedly missing class, frequently being unprepared, and a noticeable decline in participation.</li> </ul>	<p><b>Counseling and Psychological Services (Morningside)</b>            212-854-2878  <a href="http://health.columbia.edu/counseling-and-psychological-services">health.columbia.edu/counseling-and-psychological-services</a></p> <p><b>Mental Health Services (CUIMC)</b>            212-305-3400, Option 3  <a href="http://cuimc.columbia.edu/student-health/mental-health-services">cuimc.columbia.edu/student-health/mental-health-services</a></p> <p><b>Furman Counseling Center (Barnard)</b>            212-854-2092  <a href="http://barnard.edu/health">barnard.edu/health</a></p>
<p><b>Ombuds / Confidential questions</b></p>	<ul style="list-style-type: none"> <li>• The University Ombuds Office is a confidential place to discuss workplace and academic concerns, policies and procedures and many other issues.</li> <li>• Ombuds serve faculty, students, staff and alumni and are not part of any formal University process.</li> </ul>	<p><b>Ombuds Office</b>            Morningside 212-854-1234            Medical Center 212-304-7026  <a href="mailto:ombuds@columbia.edu">ombuds@columbia.edu</a>  <a href="http://ombuds.columbia.edu">ombuds.columbia.edu</a></p>
<p><b>Research misconduct</b></p>	<ul style="list-style-type: none"> <li>• The University defines research misconduct, in accordance with federal policy, as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results.</li> <li>• The Office of Research Compliance and Training is the place to go for concerns or questions, including hypothetical situations.</li> </ul>	<p><b>Office of Research Compliance and Training</b>            212-854-4261  <a href="http://research.columbia.edu/content/research-misconduct">research.columbia.edu/content/research-misconduct</a></p>
<p><b>Veterans, active military service members, and their dependents</b></p>	<ul style="list-style-type: none"> <li>• Student Financial Services and the School of General studies handle resources, policies, and procedures for veterans of the U.S. Armed Forces.</li> <li>• Research and psychological services also are available through the Resilience Center for Veterans and Families at Teachers College.</li> <li>• The Columbia University Center for Veteran Transition and Integration provides programming and support for veterans transitioning to colleges, graduate and professional schools, civilian life, and the workforce.</li> </ul>	<p><b>Office of Military and Veterans Affairs</b>            212-854-3161   <a href="mailto:veterans@columbia.edu">veterans@columbia.edu</a>  <a href="http://sfs.columbia.edu/departments/veterans-service">sfs.columbia.edu/departments/veterans-service</a></p> <p><b>School of General Studies</b>            212-854-2772   <a href="http://gs.columbia.edu/militaryveterans">gs.columbia.edu/militaryveterans</a></p> <p><b>Resilience Center</b>            212-678-3000   <a href="http://tc.columbia.edu/resiliencecenter">tc.columbia.edu/resiliencecenter</a></p> <p><b>Center for Veteran Transition and Integration</b>            212-853-1586   <a href="mailto:cvti@columbia.edu">cvti@columbia.edu</a>  <a href="http://veterans.columbia.edu">veterans.columbia.edu</a></p>