

IMPORTANT RESOURCES FOR FACULTY, RESEARCHERS AND STAFF (Fall 2018)

TOPIC	WHAT TO KNOW	WHERE TO GO
<p>Academic integrity / cheating</p>	<ul style="list-style-type: none"> Each school has a process to ensure fair inquiry and appropriate consequences if necessary. If you suspect or discover cheating, contact the academic integrity point-person or student affairs office in your department or school. 	<p>For undergraduate & select graduate schools: Student Conduct and Community Standards 212-854-6872 studentconduct.columbia.edu or Student Affairs office in your school</p>
<p>Benefits / Human resources information</p>	<ul style="list-style-type: none"> The Columbia Benefits Service Center is the point of contact for inquiries about medical and dental coverage, retirement, tuition programs and disability. The Human Resources Service Center provides information about payroll and accounting, employment applications and verification, and other policies and procedures. Your department administrator or HR point person also can assist with questions. 	<p>Columbia Benefits Service Center 212-851-7000 hrbenefits@columbia.edu hr.columbia.edu/cu-officers Human Resources Service Center 212-851-2888 CUI MC 212-305-HELP (4357), Option 1 cumchr@cumc.columbia.edu cumc.columbia.edu/hr</p>
<p>Community safety</p>	<ul style="list-style-type: none"> In an emergency, dial 911 or contact Columbia University Public Safety (24/7/365). Columbia Public Safety provides emergency response, assistance with personal threats, security escorts, lost and found, and assistance with law enforcement. 	<p>Public Safety Morningside 212-854-2797 or 4-5555 Medical Center 212-305-8100 / 7979 Manhattanville 212-853-3301 or 3-3333 publicsafety.columbia.edu</p>
<p>Disability accommodations for students</p>	<ul style="list-style-type: none"> You can contact Disability Services or students can provide an accommodations memo from Disability Services. Disability Services also assists with accessibility for events and course materials. For pregnancy-related accommodations, please contact the Title IX Coordinator (see Gender-based misconduct involving students, below, for contact information). 	<p>Disability Services Morningside 212-854-2388 CUI MC 212-304-7029 Barnard 212-854-4634 health.columbia.edu/disability-services</p>
<p>Discrimination involving students or employees (includes hostile work environment)</p> <p>- and -</p> <p>Gender-based misconduct involving employees</p>	<ul style="list-style-type: none"> 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. 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. 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. <p>Faculty, research officer and staff responsibilities:</p> <ul style="list-style-type: none"> All have a duty to report discrimination, harassment and related misconduct toward students to EOAA. (For gender-based misconduct involving students, see below.) 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. 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. 	<p>Office of Equal Opportunity and Affirmative Action (EOAA) 212-854-5511 eoaa@columbia.edu eoaa.columbia.edu</p> <p>Title IX Coordinator 212-853-1276 titleix@columbia.edu</p>
<p>Gender-based misconduct involving students (includes sexual assault, sexual harassment, dating/domestic violence, stalking)</p>	<ul style="list-style-type: none"> 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. Provide information about Columbia resources from the Sexual Respect website. File a report so that the student can be assisted, even if the incident occurred off campus or with a non-affiliate. 	<p>For resources and reporting: Sexualrespect.columbia.edu</p> <p>- or call/email - Gender-Based Misconduct Office 212-854-1717 Title IX Coordinator 212-853-1276 titleix@columbia.edu</p>

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