Does the situation involve faculty performance or misconduct?

Does the situation involve staff performance or misconduct?

Is the claim an act of discrimination or sexual harassment from a faculty or staff towards a student or employee?

Does the situation involve student misconduct, academic and/or personal issues?

Does the student appear to have an alcohol problem? Was the student a victim of sexual assault?

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**Faculty Relations**
Charlene Andrews  
509-963-1271

**Employee Services**
HR Partner  
509-963-1202

**Equal Opportunity**
Gail Farmer  
509-963-2206

**Student Success**
Richard DeShields  
509-963-1515

**Wellness Center**
Office  
509-963-3213
If a complaint is brought to your attention...

**Ask** for help or assistance. It is fine to say to someone, “I don’t know, but I’ll get back to you.”

**Be intentional.** Build partnerships with others. Build trust with faculty, staff, and students so they will come to you. Do what you say you will do. Be direct.

Communicate. **Listen.** Don’t feel like you have to talk. Deal with things when they are small. Don’t wait for them to escalate.

Ensure that those who need to know (your supervisor, dean, etc.) DO!

CWU Human Resources Department

Call **509-963-1202** to assist you with finding resources.

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