

Meeting a Colleague Experiencing Scholarship Harassment

Use these guidelines before meeting with a colleague experiencing scholarship harassment. Take this approach consistently, no matter your views about an issue or feelings toward a person. This is essential to preserving academic freedom and York's diverse intellectual community.

Do homework.

- Learn about the issues and resources by visiting the [Scholarship Harassment](#) website
- Download the [Scholarship Harassment Record](#) and familiarize yourself with the prompts and preface regarding confidentiality (i.e., mandatory reporting requirements)

Be receptive.

- Prioritize meeting when/where/how the colleague prefers
- Demonstrate your openness
- Set aside judgments, assumptions, expectations
- Listen and attend to the colleague's perspective and priorities
- Prepare for a colleague to express a range of emotions and concerns
- Allow them to bring a support person to the meeting

Gather information.

- Treat the meeting as a chance for the colleague to share their experience, not an interview in which you request information
- Invite the colleague to share what is happening, starting and proceeding however they wish (it can be difficult to recount stressful experiences in a linear or chronological order)
- Use the [Scholarship Harassment Record](#) to track information shared by the colleague
- Ask follow-up questions, but avoid it seeming like an impersonal fact-finding interview

Provide access.

- Look at the [Scholarship Harassment](#) site and related resources together
- Present all resources and options, but focus on the colleague's stated priorities
- Offer a "warm" hand-off to others (e.g., provide an introduction, not just an email address)
- Review notes you've taken to confirm the accuracy and their comfort with the account
- Give an overview of the process: what should happen next, who will be involved, etc.

Follow up.

- Take steps on behalf of the colleague to lighten their burden
- Share information with relevant others quickly and convene a meeting if indicated
- Work with others to identify a "point person" who will be responsible for relaying information, coordinate among offices/resources, and being the colleague's primary contact
- Send a message to the colleague summarizing next steps to be taken, when, and by whom
- If you are not the point person, still check in periodically to signal your investment