



TA Short Guide to Key Resources, 2018-19

TEACHING:

- **Center for Teaching, Learning, & Outreach:** The CTLO staff can answer individual questions, troubleshoot, and help TAs obtain feedback on teaching; <http://ctlo.caltech.edu>. Events (workshops and programs) are updated online. Additional resources for TAs are available at <http://www.teachlearn.caltech.edu/TAs>.
- **Teaching Conference:** Held prior to the start of the fall quarter, the annual conference includes basic, advanced and specialized workshops; <http://www.teachlearn.caltech.edu/TAs/conferences>.
- **Caltech Project for Effective Teaching (CPET) Certificate Program:** CPET is a graduate student group offering seminars and workshops, resources, videos, and two certificate programs: the Certificate of Interest and Certificate of Practice in University Teaching; <http://www.teachlearn.caltech.edu/cpet>.
- **University Teaching Course:** E110, Principles of University Teaching and Learning in STEM. Winter 2019 (3 units, pass-fail); <http://teachlearn.caltech.edu/TAs/Courses>.

ACADEMIC:

- **Tutoring:** The undergraduate dean's office provides a peer tutoring service; If the course isn't listed, the student can talk with the dean's office to arrange for a tutor; <http://deans.caltech.edu/Services/tutor>.
- **Writing:** The Hixon Writing Center provides professional writing tutors as well as peer tutors, individual and group writing space, and additional resources; <http://writing.caltech.edu>.
- **Registrar & FERPA:** The registrar can answer questions about degree progress, privacy of student records, and course enrollment procedures; <http://registrar.caltech.edu>, x6354. The website also lists *Option Representatives* for option-specific advising, policies, and information.
- **Library:** Borrow books, retrieve journal articles, reserve rooms and receive guidance about researching online and in the library, including course reserves and copyright/fair use; library.caltech.edu.
- **Dean of Undergraduate Students:** Wide-ranging assistance addressing issues (academic and other) for undergraduates; <http://deans.caltech.edu>, x6351.
- **Dean of Graduate Studies:** Wide-ranging assistance addressing issues (academic and other) for graduate students; <http://gradoffice.caltech.edu>, x6346.

ADDITIONAL RESOURCES:

- **Counseling Center:** Free for all students, regardless of insurance plan; <http://counseling.caltech.edu>, x8331.
- **Center for Diversity:** Resources concerning navigating diversity and inclusion, including staff who can speak with students about challenges of harassment and discrimination; <http://diversitycenter.caltech.edu>, x6207.
- **Title IX:** Caltech's Title IX Coordinator (titleixcoordinator@caltech.edu) works with students on issues related to sexual harassment, sexual misconduct, and sex discrimination; <http://titleix.caltech.edu/>, x3132.
- **Caltech Accessibility Services for Students:** Deans work with students with physical and learning disabilities on accommodation requests and services; <http://cass.caltech.edu>, x6351 (undergrads) and x6346 (grads).
- **Residential Support:** Resident Associates (RAs) and Residential Life Coordinators (RLCs) are also resources for TAs and students; <https://www.deans.caltech.edu/Contact>.
- **Career Development Center:** Provides resources to help students make career decisions and implement career plans; <http://www.career.caltech.edu>, x6361.

Sexual Misconduct or Harassment Reporting: How it Works for Students/TAs

Please see Caltech's policy on Sexual & Gender Based Discrimination and Harassment and Sexual Misconduct for more detailed information.

Resources:

Confidential*

- Any member of the Health and Counseling Center
<http://wellness.caltech.edu/services/counseling-services>

Confidential resources are not considered reports to Caltech and will be kept confidential.

The process can stop here.

Reporting Options

- April Castañeda, Caltech's Title IX Coordinator (TitleIXCoordinator@caltech.edu)
- Melany Hunt, Deputy Title IX Coordinator (Faculty) (hunt@caltech.edu)
- Ofelia Velazquez-Perez, Deputy Title IX Coordinator (Staff/Postdocs) (ofelia.velazquez-perez@caltech.edu)
- Dean and Associate Deans of Undergraduate Students
<http://deans.caltech.edu/Contact/Deans>
- Dean and Associate Dean of Graduate Studies
<http://gradoffice.caltech.edu/contact/staff>

TAs are required to report so that Caltech can offer appropriate response to all parties involved.

Information is received in your role as a:

Student

Choose

Students are encouraged to seek resources to report sexual misconduct.

Choose

Teaching Assistant

Required

Teaching Assistants are required to notify any of the Responsible Employees if they become aware of sexual misconduct.

Reporting party requests an informal resolution.**

-Title IX coordinator and/or the appropriate dean/s will work with each person to resolve the situation informally.
-This option is also available with the help of any confidential resource.

****Only available in cases of harassment, not sexual misconduct.**

Reporting party seeks confidentiality or does not wish complaint to be pursued.

-If the reporting party requests their name not be used, or asks that the complaint not be pursued, Caltech will take all reasonable steps to investigate and respond to the complaint consistent with the request. If reporting party refuses to have their name disclosed to respondent, the investigator will explain that Caltech's ability to respond may be limited.

Reporting party requests a formal investigation.

-Complaints can be filed at any time, verbally or in writing.
-Purpose is to determine the facts relating to the complaint
-All parties receive a fair process and are treated with care and respect
-All available information is collected
-Investigators review the evidence
-Investigators make a recommendation about any policy violation to the relevant Dean
-Dean reviews the materials, and makes a decision about responsibility and disciplinary action.

* These resources are confidential unless someone's **immediate** safety is at risk. And a reporting party will always be encouraged to file a report with local law enforcement. *Clery* crimes are reported anonymously by law.