

## Who Is Accountable?

Nina Flores — 2023-2024 Senior Fellow Associate Professor, California State University Long Beach

**Institutions:** This form is designed to help your designated point person organize plans for following up and following through on supporting people when they are affected by targeted harassment. It should be used by the highest level person in charge.

Individuals: If your institution does not have plans in place, then first, I'm sorry you're having to navigate this experience on your own. I hope that you can use this form in some small way to reduce the stress of keeping track of these moving parts when there is no one on campus designated to do so on your behalf.

Date:	Name:	Point Person for Follow-Up:	
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Task	Office or Department	Who is Accountable?	Check-In Interval	Completed?
Sample: Email Monitoring	IT Dept.	IT Manager	AM/PM Daily	
Sample: Faculty Check-In	Home Department	Department Chair	Daily	
Sample: Needs Assessment	Faculty Affairs	Staff Person	Weekly	
Sample: Mental Health Check-in	Counseling Services	Counselor	Twice Per Week	
Sample: Workload Evaluation	Home Department	Department Chair	Weekly	



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