Mandatory Reporting Requirement
These requirements are for all students who are also employees.

Sexual Discrimination Reporting Requirement
We are committed to making our campuses a safe place for everyone. Because of this commitment, please note that all staff, faculty, student workers, peer educators and volunteers are Mandatory University Reporters.

In other words, if you witness or someone tells you about any incidents of sexual discrimination involving members of the campus community, you are required to report this information. Please report to your campus Title IX Coordinator(s) identified under this program's Resources button. Again, all University employees and volunteers share this obligation.

Why must I report incidences of sexual discrimination?
Your reporting helps the University to support the individuals involved. It also helps us to identify patterns that might arise – for example, if a particular individual is reported to have sexually assaulted or harassed more than one victim. Mandatory reporting also helps to create a climate on campus where it is clear that sexual discrimination is not tolerated.

To the extent possible, information reported should only be shared with those responsible for handling the University’s response to the report. You should not share information with law enforcement without the student’s consent, unless the student has already reported to the law enforcement or you are otherwise required to do so by law.

What must be reported?
You will need to report all relevant details about the alleged sexual violence shared by the individual that the University will need to determine what happened—including the names of those involved, any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

What about confidentiality?
If possible, you should try to ensure that the individual understands your reporting obligations before they reveal information to you that you are required to report. If he/she wants to maintain confidentiality, you should direct him or her to a professional or pastoral counselor or licensed health professional, whose roles support confidentiality for people who confide in them.

However, once a disclosure is made, you are required to report even if the individual would prefer to maintain confidentiality. You should inform him or her that the University will consider her or his request for confidentiality, but cannot guarantee that the University will be able to honor it.
If the individual has requested confidentiality, you should share this information when you make the report. The University will weigh the individual’s request for confidentiality against the institution’s obligation to provide a safe, nondiscriminatory environment for everyone. If the University determines that it can maintain confidentiality, the individual must understand that the institution’s ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, may be limited. There are times when the University may not be able to honor a request for confidentiality because doing so would pose a risk to its ability to provide a safe, nondiscriminatory environment. If the University determines that it cannot maintain confidentiality, the University will advise the individual, prior to starting an investigation and, to the extent possible, will share information only with those responsible for handling the institution’s response.

**What will happen after I report?**

An appropriate University administrator will reach out to the individual and offer support, resources, and information. The individual will be invited to meet with the employee to discuss the situation and the various options available to him or her.

As indicated earlier, the University will assess whether it can maintain confidentiality, if requested. The University is committed to the well-being of all students and will take steps to protect all involved from retaliation or harm. Because the University is under a continuing obligation to address sexual discrimination, the report may also prompt the institution to consider broader remedial action—such as increased monitoring, supervision, or security at locations where the incident occurred; increasing education and prevention efforts; conducting climate assessments; and/or revisiting its policies and practices.

An employee or volunteer who makes a report may be asked to prepare a written statement or otherwise participate in a disciplinary or investigatory process.

**Supervisory and Managerial Responsibilities**

If you have supervisory or managerial responsibilities, you have a special responsibility to ensure immediate and appropriate corrective action in addressing sexual harassment complaint. If you witness or are told about possible sexual harassment within the University community, you must report it immediately to the Title IX officer at your institution and work with University administrators to correct the situation.