



REPORTING OBLIGATIONS OF UNIVERSITY STAFF, FACULTY, AND STUDENT STAFF

“Responsible University Employee” means all University administrators, supervisors, faculty members, graduate assistants, UMPD, athletic coaches, athletic trainers, resident assistants, and first responders, who are not confidential resources.

WHAT DOES THIS MEAN?

Responsible University Employees (RUEs) are required to promptly notify the Title IX Coordinator when they become aware of any type of sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, domestic or dating violence and stalking, including such conduct occurring via email, texting, and other electronic means. The reporting obligation applies no matter where the conduct occurred, and applies to disclosures in written assignments. HR Services Reps are also RUEs and required to notify the Title IX Coordinator of any type of sexual misconduct, even if the person requests confidentiality and even if UMPD have been notified. The Title IX Coordinator will further explore the issues with the student/colleague once the RUE reports the disclosure.

University Policy requires that **all RUEs** must promptly notify the Title IX Coordinator of any sexual misconduct brought to their attention, including in the context of academic advising sessions and individual appointments - as they are NOT confidential. This obligation is presented in the online training (ocrsm.umd.edu/training) that all university employees are required to complete. Additional resources for RUEs are available online at ocrsm.umd.edu/RUEs.

In an emergency, please call 911 to reach UMPD.

WHERE and WHAT DO I REPORT?

Complete the online form – “Report Sexual Misconduct Online” – located at ocrsm.umd.edu/file-report.

If you don’t know all the information below, that is fine. You still have an obligation to report what you know, such as the following: names of involved parties, type of sexual misconduct, dates, and locations.

HOW TO RESPOND TO STUDENT/COLLEAGUE DISCLOSURES OF SEXUAL MISCONDUCT

- 1) Ask if the individual feels safe and/or if anything is making them feel unsafe.
- 2) Thank them for trusting you with what they are sharing. Though, you do not need to investigate and should not question the individual.
- 3) Remind them that you are *not a confidential resource** and need to notify the Title IX Coordinator of *all disclosures of sexual misconduct*.
- 4) Refer the person directly to OCRSM (ocrsm.umd.edu). You can also inform them of the following:
 - OCRSM will provide the complainant with reporting options and available resources, conduct an initial assessment of the report, and determine appropriate next steps.
 - OCRSM operates with discretion and will work with those individuals/supervisors who are on a need-to-know basis about the report in order to discuss and/or implement Supportive Measures.

*CONFIDENTIAL RESOURCES

The following confidential resources on-campus include:

- Campus Advocates Respond and Educate to Stop Violence (CARE) – health.umd.edu/CARE
- Faculty Staff Assistance Program (FSAP) – health.umd.edu/fsap
- University Counseling Center – counseling.umd.edu
- Behavioral Health Center – health.umd.edu/behavioral-health
- Campus Chaplains- stamp.umd.edu/centers/memorial_chapel/chaplains

University of Maryland, The Office of Civil Rights and Sexual Misconduct (OCRSM)

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