

What Individuals with Reporting Responsibilities Need to Know

- University Policy and Reporting Responsibilities
- What to Report
- How to Respond to Disclosure
- What Happens after Disclosure

University Policy and Reporting Responsibilities

The University will address sexual misconduct under one of two policies: the Policy on Title IX Sexual Harassment at titleixpolicy.uchicago.edu and the Policy on Harassment, Discrimination, and Sexual Misconduct at harassmentpolicy.uchicago.edu.

Individuals with Reporting Responsibilities are required to promptly notify a Title IX Coordinator of all known details related to a possible incident of sexual misconduct (including sexual harassment), dating violence, domestic violence, and stalking that is reported to them directly, indirectly, or through a third party, or that they may have observed.

Reporting an incident to a Title IX Coordinator is private.

The person who experienced any form of sexual harassment or sexual misconduct does not lose control of the process. Individuals may choose not to move forward with resolution options and may still request support services and/or accommodations from a Title IX Coordinator. The Title IX Coordinators are here to advise all members of our community on confidentiality, options regarding receiving support services and/or accommodations, and the University's resolution options.

When filing a report with a Title IX Coordinator, include:

- the name of the individual affected by the behavior (if known)
- the name of the alleged perpetrator (if known)
- the names of others involved
- any relevant facts that have been provided, such as date, time, location, and a description of the incident

Individuals with Reporting Responsibilities should not "investigate" any of the incidents reported to them or make outreach to those alleged to be involved.

Individuals with Reporting Responsibilities include:

(but are not limited to)

- All faculty and other academic appointees
- Administrative assistants
- Athletic coaches
- Deans of students
- Resident assistants
- Resident heads
- Resident deans
- Some student staff
- Teaching assistants
- Preceptors
- UCPD staff
- Other University employees

What to Report

The following are examples of behavior that must be reported to a Title IX Coordinator:

- Sexual assault
- Dating violence, domestic violence, stalking
- Treating someone differently on the basis of their gender, gender identity, or sexual orientation
- Unwelcome touching, kissing, hugging, or massaging
- Retaliation
- Behavior that could become so severe or pervasive as to amount to sexual harassment or sexual misconduct:
 - Unwelcome pressure for a dating, romantic, or intimate relationship
 - Unnecessary references to parts of the body or repeated comments on a person's appearance
 - Questions about a person's sex life
 - Remarks about a person's gender or sexual orientation
 - Sexual innuendos or humor
 - Obscene gestures
 - Sexual graffiti, pictures, or posters
 - Sexually explicit profanity



THE UNIVERSITY OF
CHICAGO

Office of the Provost
Equal Opportunity Programs

A community of respect. A culture of consent. A network of support.

University of Chicago students, faculty, and staff cannot thrive unless each is accepted as an autonomous individual and treated without regard to characteristics irrelevant to participation in the life of the University. By addressing sexual misconduct and other forms of discrimination or harassment and ensuring accessibility, the Office of the Provost's Equal Opportunity Programs supports UChicago community members as they strive for and uphold academic excellence.

How to Respond to Disclosure

1 Listen

- Do not assume you know what the individual needs, as needs can vary.
- Disclose your role as an Individual with Reporting Responsibilities and inform the individual of your obligation to report and what that means.
- Do not shut down the conversation. The individual has come to you because they feel comfortable sharing this information with you.

2 Support

- Ensure that the person is safe.
- Express empathy.
- Provide nonjudgmental support.

3 Refer

Refer the student to a University Title IX Coordinator:

Bridget Collier

Associate Provost for Equal Opportunity Programs and Title IX Coordinator for the University
773.834.6367

bcollier@uchicago.edu

Report any concerns regarding faculty, other academic appointees, staff, or postdoctoral researchers engaging in or affected by sexual misconduct.

Renae De Sautel

Director, Office for Sexual Misconduct Prevention and Support and Deputy Title IX Coordinator for Students
773.702.0438

desautel@uchicago.edu

Report any concern regarding students engaging in or affected by sexual misconduct.

WebForm for Disclosures:

The form can be found at <https://tixrr.uchicago.edu/> and will route directly to the Title IX Coordinators thereby increasing the response time to the student involved and decreasing the number of phone calls/voicemails/emails that need to be exchanged about a certain situation. The form captures the information the Title IX Coordinators need in order to respond to disclosures with support/resources.

Refer the student to Confidential Resources:

<https://equalopportunityprograms.uchicago.edu/title-ix/confidential-resources/>

Sexual Assault Dean-on-Call

773.834.HELP

Available 24/7, 365 days a year
Can answer questions related to sexual misconduct, including questions about Title IX, University policy and processes (including the University's resolution options), resources and support services, filing a report with law enforcement, or obtaining medical assistance.

Student Counseling Service

773.702.9800

wellness.uchicago.edu

A confidential advisor with 40 hours of specialized training regarding sexual misconduct is available.

Student Health Service

773.702.4156

wellness.uchicago.edu

Ordained Religious Advisors

spirit.uchicago.edu

Refer the student to the Student Information Sheet:

equalopportunity.uchicago.edu

4 Report

Regardless of whether the individual will report the incident, Individuals with Reporting Responsibilities are required to immediately report the incident to the appropriate Title IX Coordinator. (See contact information in step 3 above).

If an Individual with Reporting Responsibilities is also a Campus Security Authority (CSA), Clery Act reportable crimes must be reported to the Department of Safety and Security. More information:

safety-security.uchicago.edu/clery_act_reporting/csa_campus_security_authority_reporting/

If the person who has experienced sexual misconduct is a minor, other reporting may also be required pursuant to the Illinois Abused and Neglected Child Reporting Act. More information:

provost.uchicago.edu/handbook/clause/mandatory-reporting-suspected-child-abuse-and-neglect

What Happens after Disclosure?

- A Title IX Coordinator will reach out to the individual via email to offer information on support, resources, and remedies.
- A Title IX Coordinator will send a follow-up email to the individual within one week if the individual does not respond to initial communication.
- Individuals are not obligated to respond to or meet with a Title IX Coordinator or engage in this process unless summoned to do so as part of an investigation.
- In some instances, the University may need to move forward with an investigation based on previous information received. Individuals will be notified if this occurs.

Students do not need to participate in the University's resolution options to request support services and/or accommodations under Title IX. The Title IX process and the University's resolution options are two distinct and separate processes.