

UMD FACULTY, TEACHING ASSISTANTS AND ACADEMIC ADVISORS REPORTING OBLIGATIONS

All UMD Faculty, Teaching Assistants and Academic Advisors Are Responsible University Employees (RUE) and are Required To Report ALL Disclosures of Sexual Misconduct to the Title IX Coordinator.

WHAT DOES THIS MEAN?

Faculty, academic advisors, instructors and teaching assistants employed at UMD are required to notify the Title IX Officer when they become aware of any type of sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, relationship abuse, 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. The Title IX Officer will further explore the issues with the student/colleague.

Federal law and UMD policy require that all Responsible University Employees must promptly notify the Title IX Officer of any sexual misconduct brought to their attention. This applies in the context of academic advising sessions and individual appointments - as they are NOT confidential. This obligation was presented in the online training (<http://www.umd.edu/ocrsm/training>) you are required to complete.

Notify the Title IX Officer by email at titleixcoordinator@umd.edu, or by phone at 301-405-1142.

You are not responsible for investigating or asking questions. Please inform the student/colleague who disclosed to you that you are not a confidential resource and have an obligation to notify the Title IX Officer immediately of the disclosure. The Title IX Officer (or designee) will then reach out to the student/colleague and inform them about their reporting options and all available resources.

HOW TO RESPOND TO STUDENT DISCLOSURES OF SEXUAL MISCONDUCT?

First, kindly interrupt the student and tell them you are not a confidential resource; and are obligated to notify the Title IX Officer about all incidents of sexual misconduct.

Then, make sure to refer the student to **Care to Stop Violence (CARE)** the confidential resource on campus for students who experience sexual or dating violence, or stalking. CARE is located downstairs in the University Health Center, and operates a 24/7 help line at 301-741-3442 or care@health.umd.edu.

If the student still wants to talk with you, please just listen to them. Don't judge them. Don't try to investigate by asking questions. Thank them for trusting you and encourage them to contact CARE and remind them you will be notifying the Title IX Officer.

HOW TO RESPOND TO STAFF/FACULTY DISCLOSURES OF SEXUAL MISCONDUCT?

First, kindly remind them you are not a confidential resource and are obligated to notify the Title IX Officer of *all disclosures of sexual misconduct*. Then notify the Title IX Officer as outlined above.

WHAT INFORMATION DO I REPORT?

If you don't know all the information below, that is fine. You do not need to interview or investigate. Report what you know.

- Names of complainant and respondent, if known (you do not need to investigate to get the information)
- The status of the parties – to the extent known (e.g., staff, student, non-student, faculty, etc.)
- Type of sexual misconduct (e.g., sexual assault, harassment, stalking, etc.)
- Date and location of the incident (if known)