



## REPORTING OBLIGATIONS OF SUPERVISORY STAFF

**All UMD Employees in Supervisory Roles Are  
“Responsible University Employees” (RUE) and are Required to Report  
ALL Disclosures of Sexual Misconduct to the Title IX Officer.**

### WHAT DOES THIS MEAN?

All UMD Supervisors 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/dating violence and stalking. This includes such conduct occurring via email, texting, and other electronic means. This applies to conduct occurring in the workplace, and outside the workplace, disclosed to you by peers, colleagues, students, and staff.

**Federal law and UMD policy requires** that you, as a **Responsible University Employee**, must promptly notify the Title IX Officer of any sexual misconduct brought to your attention. This obligation is presented in the online training (<http://www.umd.edu/ocrsm/training>) that all university employees are required to complete.

**Notify the Title IX Officer by email at [titleixcoordinator@umd.edu](mailto:titleixcoordinator@umd.edu) or by phone at 301-405-1142.** Do not investigate the situation or ask questions. Please inform the employee/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 reach out to the person and provide them with reporting options and all other available resource information.

### HOW TO RESPOND TO STAFF DISCLOSURES OF SEXUAL MISCONDUCT?

First, please remind them that *you are not a confidential resource*; and that you are obligated to notify the Title IX Officer *of all disclosures of sexual misconduct*.

Second, do not investigate. Do not interview the complainant.

Third, refer the person directly to the Title IX Officer.

- Title IX investigators will conduct an initial assessment of the complaint and determine the most appropriate next steps.
- Title IX investigators operate with discretion and will contact those supervisors who need to know about the complaint in order to monitor the work environment and implement effective interim protective measures, as appropriate.

Finally, 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 still have an obligation to report what you know.

- Names and status of the parties (e.g., staff, student, non-student, faculty, etc.)
- Type of sexual misconduct being reported (e.g., sexual assault, harassment, stalking, etc.)
- Date and location of the incident(s)

**HUMAN RESOURCE REPRESENTATIVES** are required to notify the Title IX Officer of all incidents involving sexual misconduct known to you; even if the person does not want you to (by asking for confidentiality) and even if UMPD have been notified.