



REPORTING OBLIGATIONS OF SUPERVISORY STAFF

All University 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 University 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 and out of the workplace or academic environment and disclosed to you by peers, colleagues, students, staff, and faculty. The Title IX Officer will further explore the issues with the student/colleague.

University Policy requires that all RUEs must promptly notify the Title IX Officer of any sexual misconduct brought to their attention, including in the context of academic advising sessions and individual appointments. This obligation is presented in the online training (www.umd.edu/ocrsm/training) that all university employees are required to complete.

HOW TO RESPOND TO STUDENT/COLLEAGUE DISCLOSURES OF SEXUAL MISCONDUCT?

- 1) Remind them that you are *not a confidential resource** and are obligated to notify the Title IX Officer of *all disclosures of sexual misconduct*.
- 2) Thank them for trusting you. (Do not investigate. Do not question the individual.)
- 3) Refer the person directly to OCRSM (www.umd.edu/ocrsm). 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.

WHERE and WHAT DO I REPORT?

Complete the online form – Report Sexual Misconduct Online – located at www.umd.edu/ocrsm.

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.

HR SERVICES REPRESENTATIVES

HR Services Reps are RUEs and required to notify the Title IX Officer of any type of sexual misconduct, even if the person requests confidentiality and even if UMPD have been notified.

*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 – thestamp.umd.edu/Memorial_Chapel/Chaplains

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