

What Responsible Employees Need to Know

- **Title IX and Reporting Responsibilities**
- **What to Report**
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Title IX and Reporting Responsibilities

Responsible employees are required to report all incidents of sexual assault, sexual abuse, sexual harassment, dating violence, domestic violence, and stalking (referred to here as “sexual misconduct”) to a Title IX Coordinator even if the person making the report asks them to keep the information confidential. For an overview of the Policy on Harassment, Discrimination, and Sexual Misconduct and other information related to Title IX, see:

studentmanual.uchicago.edu/page/policy-harassment-discrimination-and-sexual-misconduct.

Reporting an incident to a Title IX Coordinator is private.

The person who experienced sexual misconduct does not lose control of the process. Individuals may choose not to move forward with the disciplinary process 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 disciplinary process.

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

Responsible Employees should not “investigate” any of the incidents reported to them or make outreach to those alleged to be involved. Please gather the information from the reporting individual and report it immediately to a Title IX Coordinator. Please remember to not disclose any information related to the incident, including names and/or description, to anyone other than a Title IX Coordinator.

Responsible employees 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

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:
 - 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
**Office for 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 for 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 a Responsible Employee 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

Title IX Coordinator for the University
773.702.5671

bcollier@uchicago.edu

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

Shea Wolfe

Deputy Title IX Coordinator for Students
773.702.0438

swolfe1@uchicago.edu

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

Refer the student to Confidential Resources:

csl.uchicago.edu/get-help/sexual-harassment-assault-offense/resources-confidentiality

Sexual Assault Dean-on-Call

773.834.HELP

Available 24/7, 365 days a year

Can answer general or personal questions related to sexual misconduct, including questions about Title IX, University policy and processes (including the University's disciplinary process), 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, Responsible Employees are required to immediately report the incident to the appropriate Title IX Coordinator. (See contact information in step 3 above).

If a Responsible Employee 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 via email to offer information, including support, resources, and remedies.
- A Title IX Coordinator will send a follow-up email within one week.
- Individuals are not obligated to 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 disciplinary process to request support services and/or accommodations under Title IX. The Title IX process and the University's disciplinary process are two distinct and separate processes.