

RESPONSIBLE EMPLOYEE RESOURCE GUIDE

Responding to Harassment, Discrimination and Sexual Misconduct Concerns

DID YOU KNOW?

- Responsible employees who are deemed “responsible employees” are mandatory reporters and are therefore **required** to promptly report allegations of discrimination, harassment, sexual assault, and misconduct to the University Title IX or Deputy Title IX Coordinators.
- Faculty-Student privilege and Supervisor-Employee privilege does **not** exist. You cannot keep what you know “confidential.”
- At UTA, “**responsible employees**” include, but are not limited to: administrators, academic advisors, coaches, faculty members, assistant instructors, teaching assistants, graduate research assistants, residence life staff, resident advisors, and all supervisory staff, or an employee who an individual could reasonably believe to have this duty.

IDENTIFYING WHEN TO REPORT A CONCERN

*Concerns involving real or perceived discrimination, harassment, sexual misconduct, sexual assault/violence, stalking, and retaliation
must be reported*

EXAMPLES

A student complains that other students in her class often make “sexist and derogatory” comments about women and people of other races.	You hear rumors that a well-respected senior administrator regularly makes sarcastic and disparaging comments about employees who request disability accommodations.
A faculty member tells you a former student is stalking her and leaving her threatening texts and voice messages	You meet with an employee about why she has missed work recently. The employee tells you she is missing work to avoid a co-worker who had sex with her after she blacked-out at a party.
A student is concerned because a faculty member will not allow her to make up an exam after she was on bed rest for a pregnancy related condition.	A student-athlete tells you “in confidence” that he believes he was sexually assaulted at a competition at another university.

<p>You ask about a staff member’s bruised eye and he informs you that his partner struck him.</p>	<p>A student tells you that one of her classmates felt coerced into having sex with her Graduate Teaching Assistant, but does not want to “make any waves” until after the course is over because she fears retaliation.</p>
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WHAT SHOULD I DO?

Step 1: Listen

- Ensure the person is safe. Survivors of crimes such as sexual assault, stalking, family (domestic) or dating violence are strongly encouraged to report the crime to law enforcement.
- Listen openly. Encourage the person to seek support services.
- Be supportive. Refrain from judgmental questions. Don’t allow myths to affect how you perceive the survivor.

WHAT SHOULD I SAY?

Step 2: Support

“I appreciate your coming to me for support. I want to make you aware of my role’s limitations. As an employee, I have an obligation to report any incident of sexual assault or misconduct to the Title IX Coordinator or a Deputy Coordinator. I also want to make you aware of resources on campus where you can discuss your situation confidentially and seek support if needed.”

WHO SHOULD I CONTACT?

Step 3: Report

- Report incident to the Title IX Coordinator or Deputy Coordinator by phone, email, online reporting form, or in person.

<p><u>Title IX Coordinator</u></p> <p>Ms. Michelle Willbanks Title IX Coordinator Office and Classroom Building 710 S. Davis Dr., Ste. 103 Arlington, Texas 76019 Telephone: 817-272-4585 michelle.willbanks@uta.edu</p>	<p><u>Deputy Title IX Coordinators:</u></p> <p>Students Heather Snow Associate Vice President & Dean of Students Telephone: 817-272-0132 DOS@uta.edu</p> <p>Faculty Antoinette Sol, Ph.D. Vice Provost for Faculty Affairs Davis Hall</p>
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	<p>701 Nedderman Drive, Ste 300 Arlington, Texas 76019 Telephone: 817-272-5243 or 817-272-2103 amsol@uta.edu</p> <p>Staff, Visitors, and Contractors Eddie Freeman Executive Director Office and Classroom Building 701 S. Davis Dr., Suite 104, Arlington, Texas 76019 Telephone: 817-272-2106 efreeman@uta.edu</p>
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<p>FILE REPORTS ONLINE AT:</p> <ul style="list-style-type: none">• www.uta.edu/titleix/• www.uta.edu/hr/eos/

- Share all the relevant details, including the name of the persons involved, date, time, location of incident, the names of any witnesses if known, whether incident was reported to law enforcement.

If you fail to timely report a concern:

- Your delay could cause additional harm to the individuals involved.
- You could expose the University to legal liability.

REMINDERS:

- Your role is to report what you know. You should **not** try to determine the truthfulness of the complainant’s statements or severity of the complaint prior to reporting the concern.
- You should **not** wait until an incident “rises to a certain level” before you make your report.
- You should **not** prejudge any of the parties involved.
- Rumors, whether ultimately deemed true or false, **should be** reported to appropriate university personnel.
- Retaliation against people who voice concerns or participate in investigations is strictly **prohibited** and should be reported.

ADDITIONAL TIPS:

What to say to a victim/survivor:

- I'm sorry this happened to you
- It wasn't your fault
- Thank you for telling me
- I'm always here if you want to talk
- Can I do anything for you?
- How can I support you?

What NEVER to say to a victim/survivor

- It was your fault
- You could have avoided it had you _____ (e.g. been sober, stayed with your friends, locked your door, not led him/her on)
- You should not have _____ (e.g.) walked alone at night, dressed provocatively, gone to his/her room, had so much to drink, kissed him/her)
- It's been so long? Get over it!
- You waited so long to tell someone, no one will believe you
- You wanted it / You were asking for it
- It's not that big of a deal, it happens to lots of people
- You should have fought back
- He/she is such a nice person and couldn't have done something like that
- What did you do to provoke him/her?
- If you report him/her, you will ruin his/her future
- I would have _____ (done something differently than the survivor e.g. fought back, ran away, screamed, called the police)
- I don't believe you

DO respect the survivor enough not to pity him/her

DO comfort him/her. Make the environment comfortable

DO allow him/her to tell as much or as little as they need

DON'T try to solve all of their problems for him/her. S/he has had his/her control taken away. Try to avoid doing that again.

DON'T pressure the survivor to do what you think he/she should do.

DON'T attempt to reassure the person that everything is "Okay" or tell him/her you know how he/she feels.

Further Suggestions:

- Refer the survivor to the Title IX website
- Remember you don't have to fix the situation, just be supportive.
- Encourage the survivor to seek counseling and post-trauma services.