

## **FAQ: Talking to a professor, supervisor or other “responsible employee” who is required to report**

### ***Which UC employees are required to report sexual violence or sexual harassment to the Title IX officer, and are considered “Responsible Employees”?***

Under the [UC Policy on Sexual Violence and Sexual Harassment](#), any UC employee who is not identified as a confidential resource is a “Responsible Employee” required to report sexual violence, sexual harassment or other conduct prohibited by the policy to the Title IX officer or designee.

There are different reporting responsibilities, depending on whether the incident involves a student or a non-student.

All UC employees: All UC employees who are not designated as confidential must inform the Title IX officer if they become aware that a student (undergraduate, graduate, or professional) has experienced sexual violence, sexual harassment, or other behavior prohibited by the university’s policy. This includes managers and supervisors, all faculty (including faculty advisors), all staff, athletic coaches and student employees. Responsible employees include both represented and non-represented employees.

Faculty, managers and supervisors, Human Resources, Academic Personnel and campus police: All managers and supervisors, Human Resources, Academic Personnel, faculty and campus police must inform the Title IX officer if they receive a report of prohibited behavior from anyone affiliated with the university, which includes faculty, staff and others affiliated with the university.

### ***Are employees who don’t have supervisory duties considered Responsible Employees?***

Yes. All UC employees, including those who don’t directly supervise anyone, are Responsible Employees who must notify the Title IX officer if, while they’re working, they learn that a student may have experienced sexual violence or sexual harassment.

### ***Are student employees Responsible Employees?***

Yes. Resident advisors, teaching assistants and all other student employees are Responsible Employees when, while they’re working, they learn about a student experiencing sexual violence or sexual harassment.

### ***I am a Responsible Employee. How do I fulfill my obligation?***

As a Responsible Employee, you must contact your campus Title IX office as soon as possible when you learn of an incident of sexual violence or sexual harassment and share

whatever information you have, including the names of any individuals involved, their contact information, and any details of the incident you have.

As a Responsible Employee, you should report directly to the Title IX office, even if you are unsure that the incident actually occurred or unsure whether it constitutes sexual harassment or sexual violence. You should not investigate the report, and should not try to intervene or resolve the issue.

The Title IX officer will assess the information you provide, and will work with the appropriate people to determine next steps.

While information must be provided to the Title IX office, responsible employees should not discuss the case with other people who do not have a legitimate need to know.

***What happens after a Responsible Employee gives the information to the Title IX officer?***

The Title IX officer will evaluate the report and respond as outlined under university [policy](#). The Title IX officer will reach out to the person who reported experiencing the sexual violence or sexual harassment to provide information about confidential resources and reporting options. This outreach allows the person to make an informed choice about how they wish to proceed.

***As a Responsible Employee, if someone tells me about an incident of sexual violence or sexual harassment, should I tell them I need to report it? What if they asked me to keep it confidential?***

Before the individual tells you about an incident of sexual violence or sexual harassment, you should inform the person that you are a Responsible Employee and that you are required to report incidents of sexual violence, sexual harassment or other conduct prohibited by university policy to the Title IX officer. You should tell the person that you cannot keep reports of sexual harassment or sexual violence confidential, but that the Title IX officer will consider requests for confidentiality.

You should also inform the person telling you about sexual violence or sexual harassment that there are confidential resources available to them, including the [CARE Advocate Office](#), which serves survivors of sexual violence and sexual harassment. Providing this information upfront allows the individual to decide whether to talk to you or go to a confidential resource.

***Where can I get more information about being a Responsible Employee?***

Employees can contact their location's [Title IX office](#) for guidance and advice about how to fulfill their Responsible Employee obligations.