What is sexual misconduct?
Sexual misconduct is a broad range of behavior that includes but is not limited to sexual harassment, sexual assault, non-consensual sexual contact, sexual exploitation, intimate partner violence (domestic and dating violence), and stalking. Sometimes victims are unsure if what they or their friends experienced was sexual misconduct. If you are unsure, please contact your university Title IX Coordinator. Find your campus Title IX Coordinator with other on-campus resources on the back page of this brochure or visit uhssalutations.com.

What internal policy defines sexual misconduct?
The University of Houston System’s Sexual Misconduct Policy (“Policy”) defines and describes prohibited sexual conduct and establishes a procedural mechanism for providing a prompt, fair, and impartial investigation and resolution of complaints of Sexual Misconduct.

A student or employee just reported sexual misconduct to me. Do I have to report that to someone?
It depends. If you are a responsible employee (see below), then yes – you have to report sexual misconduct to your University’s Title IX Coordinator. Go to the back page of this brochure or visit uhssalutations.com to find your University’s Title IX Coordinator.

Who is considered a responsible employee?
As defined under the Sexual Misconduct Policy, a responsible employee is a University employee who has the duty to report incidents of sexual misconduct to your University’s Title IX Coordinator, or an employee whom an individual could reasonably believe has this duty. All faculty are considered responsible employees. Other responsible employees include all administrators, supervisory staff, security staff, persons designated as campus security authorities, resident title coordinators, and graduate teaching assistants.

What if I am not a responsible employee?
You are strongly encouraged to report the incident to your University’s Title IX Coordinator. The Title IX Coordinator is the designated university official with primary responsibility for investigating reports of sexual misconduct. Go to the back of this brochure or visit uhssalutations.com to locate your University’s Title IX Coordinator.

Can I report sexual misconduct anonymously?
If you are a responsible employee, no. If you are a responsible employee, you must report sexual misconduct to your University’s Title IX Coordinator. If you are not a responsible employee, you can report sexual misconduct anonymously through mysafecampus.com.

YOUR POLICY

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In some instances, a person may disclose an assault of sexual misconduct to you. As a member of the faculty, you may suspect that a person, perhaps a student, has been impacted by sexual misconduct. You may also be faced with receiving a direct report or disclosure of an incident of sexual misconduct. If that happens, it is important that you have guidance about how to respond to a disclosure. This guide will further your understanding of your obligations under the Sexual Misconduct Policy and will help you develop a response to a person who discloses an incident of sexual misconduct to you.

RECOGNIZE
In some instances, a person may disclose an assault or other trauma they have experienced either verbally or in writing. When this happens, the person is letting you know they have made the decision to trust you. This can feel like both an honor and a hefty responsibility. In other instances, a person may not disclose, but you may notice subtle or not so subtle changes in their behavior, work performance, or academics (such as missing class or missing assignments) that suggest something might be wrong. These may occur immediately after the event, or weeks or even months later.

RESPONDING TO A PERSON WHO MAY HAVE EXPERIENCED SEXUAL MISCONDUCT

If the student desires a confidential resource, please refer to the resources on the back page of this brochure or go to uhssalutations.com. If you have time, you may even walk with them to the confidential resource (i.e., counseling center) to make sure they get the help they need, but if they continue to disclose, let them know that they have options:

• Title IX obligates responsible employees (except those designated as confidential resources) with knowledge of sexual misconduct involving a student to report that information to the Title IX Coordinator. Find your campus Title IX Coordinator and to other resources. Therefore, please do not inquire in the way a counselor or an investigator would, that may be confusing and frustrating to the survivor. Instead, get them help by asking the following three questions.

Step 2: Ask Three Questions

“Are You Safe?” To ensure that the survivor is safe, ask them, if they are safe, move to the next question. If they are not, please direct them to the Title IX Coordinator. If there is immediate danger, please call your campus police, local police department, or dial 911 and then the Title IX Coordinator (Please see the back page of this brochure to find the contact information for the campus police and Title IX Coordinator). Remember, it is always the victim’s choice whether or not to report to the police.

“What Can I Do For You?” After the disclosure, the person may have a specific request or accommodation that they were hoping to receive from you (such as an escort to their car or an extension for an assignment) or some other assistance. As provided under the Sexual Misconduct Policy, the Title IX Coordinator can help facilitate interim measures such as those and provide other support resources; many of which can be found at uhssalutations.com/resources.

Step 3: Contact Your Title IX Coordinator

No later than 24 hours after receiving the report of sexual misconduct, you must report it to the University’s Title IX Coordinator who will follow up to the back page of this brochure to find your campus Title IX Coordinator. You do not need to take further action. Understand, however, that you may be contacted for follow up information as the University proceeds to respond to the report.