



UNIVERSITY OF OREGON

**Division of Student Life**

How do I handle a disclosure of sex or  
gender based harassment or  
discrimination?

What are my reporting obligations?

There are now four categories of employee reporting obligations for sex or gender related discrimination, harassment or violence:

- Designated reporters
- Student-directed employees
- Confidential employees
- Supervisors of Student Employees



To promote a compassionate campus community, all employees are expected to do the following when responding to disclosures:

Respond with respect and kindness

Listen to the student before handing out referrals and information

Be sensitive to the needs of the survivor, without being judgmental, paternalistic, discriminatory, or retaliatory

If the student appears under 18, ask. If the student is under 18, explain the reporting requirement for minor "abuse"

As a member of the University of Oregon community, you are part of the solution.  
For more information on your reporting obligations,  
visit [prevention.uoregon.edu/resources](http://prevention.uoregon.edu/resources) or contact the Title IX Coordinator.

## Ask About Services / Resources:

- Ask about services. Explicitly ask the student if the student would like you to connect the student with confidential resources
- If possible, pull up the appropriate page on your computer to show the student: <https://safe.uoregon.edu> or <https://respect.uoregon.edu>
- You can find more information on resources at <http://titleix-stage.uoregon.edu/resources> or <http://aaeo.uoregon.edu/resources-services>

# Provide information about Callisto:

- For incidents of sexual harassment and violence, provide the student with information about Callisto and refer them to the Callisto website.
- <https://uoregon.callistocampus.org/>
- If a student has experienced sexual assault, or any unwanted sexual contact, Callisto can be a great option. Callisto allows someone to document what happened without having to make any decisions about reporting.
- It can be beneficial for any survivor to document the incident, whether or not they choose to share this documentation. Writing down the information helps solidify memories so that if they do decide to proceed with an investigation later on, they have the most detailed and accurate information possible.

# If you are a Designated Reporter and a student discloses to you:

All reports of prohibited discrimination or harassment of students are reported to the:

**Title IX Coordinator or the Office of Crisis Intervention**

All reports of prohibited discrimination or harassment of employees are reported to the:

**Title IX Coordinator or the Office of Affirmative Action and Equal Opportunity**

*Note: Students still have a choice to also report anonymously by filling out an anonymous report and submitting electronically from a public location*

# How do I know if I'm a Designated Reporter?

1. Refer to the list of titles included in the list of designated reporters  
Go to <http://titleix-stage.uoregon.edu/employee-reporting-obligations#designated-reporter> for complete list.
2. Determine if your title is on the list of designated reporters or confidential reporters. If it is, then you are a Designated Reporter. If not, you are a Student-Directed employee.

*For questions or clarification, talk to your supervisor or contact the Title IX office or Human Resources.*

# **DESIGNATED REPORTER**

I am obligated to report student disclosures of sexual and gender-based harassment and violence.

**titleix.uoregon.edu 541-346-8136**



# If you are a Designated Reporter, what should you do to understand your obligations:

- Know the policy and understand your other reporting obligations (i.e. Clery, child abuse, other forms of discrimination)
- Include suggested syllabus language on your course syllabus.
- Include suggested email signature language in your work email signature.  
<http://titleix.uoregon.edu/syllabus>
- Place the provided sticker prominently near your work area.
- Be familiar with the office of Crisis Intervention and Sexual Violence Support Services in the Dean of Students Office.
- Be familiar with the websites and resources.
- Print out a checklist to keep in your office for reference.

# How Do I Know if I'm a Supervisor?

1. Do you supervise student employees?
2. Are you a supervisor according to the policy definition:
3. “a Supervisor is a person who has the power to take tangible employment actions against an employee, i.e., to effect a significant change of employment status, such as hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits.”
4. Just because a person’s title contains the word supervisor, that person may not necessarily be a supervisor for purposes of this policy.

## What are my additional reporting obligations as a Supervisor if I receive a disclosure (sex/gender based incidents)?

### If a student you supervise reports directly to you:

- And they disclose information about workplace harassment
- You are obligated to report

### If a student you supervise is the alleged wrongdoer:

- And the affected student disclose workplace harassment
- You are obligated to report

*Supervisors who directly witness any type of discrimination and harassment in the workplace are required to report. Supervisors also maintain their reporting duties as defined by their role as a Designated Reporter or Student Directed Reporter.*

## More Questions: Resources

<https://titleix.uoregon.edu>

<https://aaeo.uoregon.edu>

<https://safe.uoregon.edu>

<https://respect.uoregon.edu>