



# Responsible Employee Resource Guide

Responding to Harassment, Discrimination, and Sexual Misconduct Concerns

OFFICE FOR INCLUSION AND EQUITY | UNIVERSITY COMPLIANCE SERVICES

## Did you know?

- University 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.
- At UT-Austin, “**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 assistants, and all supervisory staff.

## 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 members of her cohort often make “sexist and disparaging” comments about women and people of color.
- A faculty member tells you a former student is stalking her and leaving her threatening voice messages.
- 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.
- You ask about a staff member’s bruised eye and he informs you that his partner struck him.
- A student tells you one of her classmates felt coerced into having sex with her TA, but does not want to “make any waves” until after the course is over because she fears retaliation.
- You hear rumors that a well-respected senior administrator regularly makes sarcastic and disparaging comments about employees who request disability accommodations.
- 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 faculty member complains to you about offensive comments his director made about his religious head-scarf.
- A student-athlete tells you in “confidence” that he believes he was sexually assaulted at a competition at another university.
- A student-employee tells you she is uncomfortable working with an external contractor because he tells crude sexual jokes and offers to rub her shoulders.

## Your Response:

- Thank you for coming forward and sharing your concerns. UT-Austin takes all such concerns seriously and wants to ensure no one is subjected to a hostile or discriminatory environment.
- As a responsible employee, I am required to notify appropriate personnel of such concerns so the University can respond and protect you and the entire University community.
- UT-Austin has resources and departments dedicated to resolving such concerns, including University Compliance Services (UCS), the Office for Inclusion and Equity (OIE), and Student Emergency Services (SES) in the Office of the Dean of Students.
- The University also provides **private and confidential** support resources, including licensed mental health practitioners at the Counseling and Mental Health Center (512-471-2255) and Employee Assistance Program (512-471-3366) as well as licensed medical staff at the University Health Services (512-471-4955).

## You Must Report:

- Federal law (including Title IX) and University policies (see H.O.P. 3-3031) require that “responsible employees” report concerns of discrimination, sexual harassment, sexual misconduct, sexual assault/violence, and retaliation to appropriate University personnel.
- Do **not** delay. Once an allegation of this nature comes to your attention, you must report what you know.
- Faculty-Student privilege and Supervisor-Employee privilege does **not** exist. You cannot keep what you know “confidential.”

FILE REPORTS ONLINE AT:

- <https://titleix.utexas.edu>
- [www.reportlineweb.com/utaustin](http://www.reportlineweb.com/utaustin)
- <http://equity.utexas.edu/>

### *If you fail to timely report a concern:*

- Your delay could cause additional harm to the individuals involved.
- You 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.

## WHERE TO REPORT:

### University Title IX Coordinator

University Compliance Services  
UT Administration Building  
UTA 2.507 • (512) 232-3992  
TitleIX@austin.utexas.edu

### Deputy Title IX Coordinators

**FACULTY AND STAFF CONCERNS**  
Office for Inclusion and Equity  
North Office Building A  
NOA 4.302 • (512) 471-1849  
equity@utexas.edu

**STUDENT CONCERNS**  
Office of the Dean of Students  
Student Emergency Services  
Student Services Building  
SSB 4.104 • (512) 471-5017  
studentemergency@austin.utexas.edu