

Responsible Employees

Resource Page - What You Need to Know in Less than 5 Minutes

ALL employees, unless specifically exempted, must immediately report any allegations or disclosures of sexual misconduct to your university's Title IX Coordinator.

This means you.

Remember, if at the time of the report, there is a serious and continuing threat to anyone, you should immediately call 911.

You must not withhold any details from the university's Title IX Coordinator or judge which details may/may not be necessary in the university's review of the incident.

All university employees are considered Responsible Employees except:

Professional or pastoral counselors who provide university-related mental-health counseling	Campus advocates and/or specially trained advisors designated to provide confidential victim assistance	Employees prohibited by law from disclosing information received in the course of providing professional care and treatment
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As a Responsible Employee, before and while discussing details of any incident of sexual misconduct with the individual, you should:

1	Affirm	you are there to help, but you must report the incident, including names, if known, to your university's Title IX Coordinator. This does not necessarily mean a formal complaint or investigation will be initiated if the individual requests confidentiality.
2	Assist	in reaching confidential advocacy, counseling and other support services, resources for medical attention and/or to file a police report with the university or local law enforcement, if desired.
3	Inform	a Title IX complaint can be filed directly with the university's Title IX Coordinator and confidentiality will be protected to the greatest extent possible.
4	Be supportive	and listen. Take notes so you can accurately report to the university's Title IX Coordinator.
5	Remind	the individual you will be reporting the incident to the university Title IX Coordinator and they will be contacted about the incident. As much or as little information can be provided. The Title IX Coordinator will provide additional assistance, resources and accommodations, as necessary and appropriate.
6	Promptly report	to the Title IX Coordinator the names of the alleged perpetrator and victim, witnesses/others involved, relevant facts and any ongoing safety concerns.

Title IX Coordinators		
UIC Susan McCarthy 312-996-5657 titleix@uic.edu	UIS Deanie Brown 217-206-9999 titleix@uis.edu	UIUC Danielle Morrison 844-616-7978 Titleixcoordinator@illinois.edu

Confidential Resources	
UIUC	Counseling Center (217-333-3704) • Women's Resources (217-333-3137) • McKinley Health (mental Health) 217-333-2701 • Disability Resources (217-333-1970) • Center for Wounded Veterans (217-244-7172)
UIS	Counseling Center 217-206-7122
UIC	Campus Advocacy Network (312-413-1025) • Counseling Center (312-996-3490)

Which Student Employees are Responsible Employees?	
UIC	Graduate employees, medical residents, housing resident advisors and undergraduate student employees in supervisory positions
UIS	Only those students serving as housing resident advisors
UIUC	Graduate employees, medical/ veterinary residents, resident advisors, multicultural advocates, student patrol officers and teaching assistants