

Responsible Employees

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

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



This means YOU and all of your coworkers.

Remember, if at the time of the report, there is a serious and continuing threat to anyone, you should immediately call 9 1 1.

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

All university employees are considered responsible employees except:

1. Professional or pastoral counselors who provide university related mental health counseling;
2. Campus advocates and /or specially trained advisors designated to provide confidential victim assistance; and,
3. Employees prohibited by law from disclosing information received in the course of providing professional care and treatment.

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. Confidentiality will be protected to the 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. 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, relevant facts and any safety concerns.

Which Students are Responsible Employees?

UIC
Graduate employees, medical residents, housing resident advisors and undergraduate employees in supervisory positions.
UIS
Only those students serving as housing resident advisors.
UIUC
Graduate employees, med/vet residents, resident advisors, multicultural advocates, student patrol officers and teaching assistants.

Confidential Advisors:

UIC
Campus Advocacy Network 312-413-1025
Counseling Center 312-996-3490
UIS
Counseling Center 217-206-7122
UIUC:
Women's Resources 217-333-3137
McKinley Health Center 217-333-2701
Counseling Center 217-333-3704

Title IX Coordinators:

UIC
Donn Kamm: 312-996-6424, titleix@uic.edu
UIS
Shelby Bedford: 217-206-6222, titleix@uis.edu
UIUC
Danielle Morrison: 844-616-7978, titleixcoordinator@illinois.edu