

## FAQ: ADVISOR

### **Q: IF I AM RESPONSIBLE EMPLOYEE, WHAT DOES THAT MEAN?**

It means that if anyone, including a student, shares with you a concern about gender-based discrimination, harassment or violence (including sexual misconduct), you are mandated to report this concern to the Title IX Coordinator as soon as practicable. These concerns can be formal (such as in a typed out complaint) or informal (such as a coming to you in person and wanting to talk). Formal and informal concerns communicated to you must be reported.

### **Q: WHO IS A RESPONSIBLE EMPLOYEE (MANDATORY REPORTER)?**

As required by Title IX, all University faculty, staff members, and other community members who have leadership or supervisory responsibilities, or who have significant responsibility for student or campus activities is considered a Responsible Employee. The only exceptions to this requirement are people directly employed by one of the three confidential resources on campus: CAPE, the HCC or a pastoral counselor.

Responsible Employees include, for example:

- Members of the Board of Trustees,
- Chancellor,
- Provost,
- Vice Chancellors,
- Vice/Associate Provosts,
- Deans,
- Directors,
- Department Chairs,
- Department of Campus Safety personnel,
- Athletics personnel (including Coaches),
- Student Affairs personnel (including the Office of Student Rights & Responsibilities, Housing and Residential Education, and Resident Advisors),and
- Faculty, staff, or community members who serve as advisors to students and student groups. This responsibility shall also extend to advisors of student groups (e.g. volunteer coaches) who are not otherwise employees of the University.

### **Q: SOMEONE WANTS TO DISCUSS GENDER-BASED DISCRIMINATION, HARASSMENT OR VIOLENCE WITH ME, WHAT SHOULD I DO?**

Someone may approach you and ask, “Can I talk to you about something confidential?” Because you are considered a Responsible Employee, it is important to let that person know that if it is something about gender-based discrimination, harassment or violence, you will need to report the concern to the Title IX Coordinator and that the Title IX Coordinator will reach out to them. Remind the person that they are not required to participate in a Title IX investigation, and when the Title IX Coordinator reaches out, the person may decide whether or not they want to talk with the Title IX Coordinator.

If, after you let the person know that you are a Responsible Employee, the person chooses not to tell you, it is important to tell them you want them to have someone to speak with, and refer them to a confidential resource on campus, such as CAPE or the HCC. You may even offer to walk them to the office or make the call to set up an appointment from your office.

If the person decides to tell you their concern, make sure they know that it is not your role to investigate their complaint. Do not ask for details, avoid questions like may seem blaming such as, “why did you...” or “why didn’t you...”, validate their experience by saying things such, “I am sorry you are experiencing this,” “thank you for coming forward,” or “no one deserves to be hurt.” You can also refer them to CAPE or the HCC for support. None of these referrals substitutes for a report to Title IX.

## **Q: HOW SHOULD I MAKE A REPORT?**

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A Responsible Employee may make a report by:

Email: [TitleIX@du.edu](mailto:TitleIX@du.edu) or [Molly.Hooker@du.edu](mailto:Molly.Hooker@du.edu) or [Monica.Reynoso@du.edu](mailto:Monica.Reynoso@du.edu)

Online via the Office of Equal Opportunity & Title IX homepage: <https://www.du.edu/equalopportunity/> and click the button, “Report an Incident”

Phone: 303.871.7016

## **Q: WHAT SHOULD I INCLUDE IN MY REPORT?**

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When an individual chooses to share information about an incident of discrimination, harassment, or gender-based violence categorized as Prohibited Conduct under these procedures with a University employee designated as a Responsible Employee, the employee will reasonably safeguard an individual’s privacy. However, Responsible Employees are required by the University to immediately report to the Office of Equal Opportunity & Title IX all known details of the incident (including the date, time, location); the names of the parties involved; a brief description of the incident; and whether the incident has been previously reported to the Office of Equal Opportunity & Title IX. These reporting obligations promote timely support for all parties and an effective and consistent University response. A Responsible Employee should provide as much detail as possible while avoiding conducting his/her own investigation.

## **Q: CAN I KEEP A PERSON’S NAME CONFIDENTIAL?**

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Responsible Employees should provide the names of the parties involved. Responsible Employees may help a person feel more comfortable about these reporting obligations by explaining that submitting a report does not automatically lead to investigation. The Interim Director of Equal Opportunity or the Interim Title IX Coordinator will send an email to the person to provide a list of resources and offer to meet to discuss additional means of providing support and information about various options of resolution that the person may want to explore.

## **Q: WILL I HAVE TO PARTICIPATE IN AN INVESTIGATION?**

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Participation in a formal investigation is optional for any party involved. However, the University encourages each person to participate and share information to the extent that he/she feels comfortable. If a Responsible Employee is unsure about whether to participate in an investigation or what that entails, please feel free to contact any member of the Office of Equal Opportunity for further information.

## **Q: WHAT SHOULD I DO IF I KNOW BOTH THE COMPLAINANT AND THE RESPONDENT?**

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You do not need to take sides. Do not share any information with the respondent that the complainant has shared with you, and do not share information with the complainant that the respondent has shared with you. Do not inform either party that a report to the Title IX Coordinator has been made. The Title IX Office has the responsibility for making sure that the Complainant and Respondent both get notice of a complaint. If one of the parties comes to speak with you, acknowledge that a complaint and investigation can be stressful, difficult and scary. Refer the party to campus resources for support, reassure the party that the investigation process is equitable and each party will have a chance to share their perspective. Do not assume that a respondent has violated the University's policies.

[CAPE](#) and the [Health and Counseling Center](#) (HCC) are useful resources for Complainants.

[Student Outreach and Support](#) (SOS) and the HCC are useful resources for Respondents.