Responsible University Employee includes:
Administrators, Supervisors, Faculty, Campus police, Coaches, Athletic trainers, Resident Assistants, and Non-confidential first responders who have the authority to take action to redress sexual misconduct; or whom a student could reasonably believe has such authority or duty.

If you know or reasonably should have known that sexual misconduct (as defined by University policy) is occurring – As a Responsible University Employee, you have an obligation to notify either to your supervisor or Department Chair or Dean, or the Office of Civil Rights & Sexual Misconduct at 301-405-1142 or titleixcoordinator@umd.edu, about the sexual misconduct. You may also report to UMPD when needed. You are not responsible for investigating or asking questions.

What You Should Do:
If someone tells you about experiencing sexual misconduct, your response can help the healing process.

- First, kindly interrupt and tell the person you are obligated to notify the Office of Civil Rights & Sexual Misconduct about incidents of sexual misconduct.
- If the victim is a student refer them to the confidential resource Campus Advocates Respond and Educate (CARE) to Stop Violence located in the University Health Center 24/7 Help Line (call/text) 301-741-3442 www.health.umd.edu/care OR care@health.umd.edu
- If the victim is Faculty or Staff, refer them to FSAP - to speak confidentially with a professional who can help them determine what, if anything, the victim wants to do.
- If the person still wants to talk with you:
  o Listen to them.
  o Acknowledge what they are telling you.
  o Don’t judge what they tell you.
  o Do not try to investigate on your own.
  o Thank them for sharing with you.
  o Encourage them to reach out directly to the Office of Civil Rights & Sexual Misconduct and report the incident.
  o Remind them you will be notifying the Office of Civil Rights & Sexual Misconduct.
  o Provide them with a Office of Civil Rights & Sexual Misconduct (Title IX Office) brochure.

What You Should Not Do:

- Do not tell the complainant to ignore the behavior.
- Do not make light of the situation.
- Do not attempt to investigate or resolve the situation on your own.
- Do not wait for someone to complain if you know or suspect sexual misconduct is or has occurred.
- Do not promise confidentiality.

What Information Do You Report?
- The names of the parties, the status of the parties (who are they?), i.e., staff, student, non-student, faculty, etc., the date of the incident, location of incident and type of sexual misconduct.

Consensual Relationships
Consensual relationships between supervisors/supervisees or between faculty/students - must be disclosed to the parties’ respective supervisor(s). Such relationships involving institutional power differences are STRONLY DISCOURAGED because they often present conflicts of interest, may violate professional ethics rules, may not end well and create doubt as to whether they are truly consensual.

Questions? Contact:
CATHERINE A. CARROLL, TITLE IX OFFICER
titleixcoordinator@umd.edu | www.umd.edu/sexual_misconduct | 301-405-1142