

# UMN Employee Obligation to Report:

## Responding to Student Disclosures of Sexual Misconduct



*As a University employee, you are obligated to report sexual misconduct (sexual assault, relationship violence, sexual harassment, and stalking) that is directed at students, as well as sexual assault, relationship violence, and stalking directed at employees and third parties. These are reported to the Office of Equal Opportunity and Title IX (EOT) located in 274 McNamara Alumni Center. If you have questions about a specific situation, please contact EOT at 612-624-9547.*

### Before

If it seems as though a student is about to disclose sexual misconduct to you, consider reminding them about your reporting responsibilities. When possible, this should be done verbally or in written form (i.e. syllabus or email) at the outset of a formal relationship. This allows the individual to decide whether or not to make their disclosure.

*Ex: "I just want to let you know that if you are about to tell me something related to sexual misconduct, I might have to report it to the University. I wanted to let you know so that you can decide whether you want to continue to talk with me or seek out a confidential resource."*

Inform the student that while you are not a confidential resource, there are campus offices that are.

#### Confidential Campus Resources

##### **The Aurora Center**

24hr: 612-626-9111  
370 Appleby Hall  
Sexual Assault • Relationship  
Violence • Stalking

##### **Boynton Mental Health**

612-624-1444  
4<sup>th</sup> Floor Boynton

##### **UMN Crisis Line**

612-301-4673

### During

If the student chooses to disclose, be supportive. Make sure you let them know you believe them and listen to what they have to say without interruption. You **do not** need to ask for additional information from them; you will just report what you know to EOT.

#### Being Trauma-Informed

It is important to recognize that people react in different ways to trauma. A student who discloses to you may present with emotional reactions or body language unlike what you expect. Remember to stay supportive no matter how they might disclose. Here are a few different examples of reactions to trauma.

Crying	Shame	Confusion	Fear	No Reaction/Numbness	Laughter
Hopelessness	Difficulty Concentrating	Panic	Self Blame	Dismissiveness	Anger/Aggression

### After

After the disclosure, let them know you are willing to help them in any way you can. If they are a student in your class or a student worker you employ, this could include making accommodations they might need as a result of what happened. Encourage the student to seek assistance at the Aurora Center where trained advocates can help them process, learn about options and resources, and receive any additional support.

*Ex: "I am so sorry that you went through that. I am here for you and willing to help you in whatever way I can. If you want to learn more about your options or want to process this with a confidential advocate, I encourage you to seek help at the Aurora Center."*

### Disclosures Before Explanation of Reporting Responsibilities

If an individual discloses to you before you have a chance to let them know about your reporting responsibilities, **that is okay**. The best thing you can do now is be honest with them about your duty to report what they shared. Let them know that you have to inform EOT or your supervisor and ask if they want to be a part of that conversation. This is important so that victim/survivors feel they have a sense of control by having the choice to be part of this process.

*Ex: "Unfortunately, because I am an employee, this is something that I have to report to the University. If you would like to be there when I call EOT/tell my supervisor you are welcome to. I want you to be a part of this process as much or as little as you want. The Aurora Center in 340 Appleby Hall has confidential advocates that can help you process this report as well."*

## EOT

When EOT receives a report, they reach out to the impacted person in an email. They provide information about reporting options and resources or accommodations that are available to support the individual. EOT **does not** require the impacted person to respond. It is up to that individual to contact EOT if they want to initiate an investigation. If they do not want an investigation, EOT will usually honor that wish, unless there are serious campus safety concerns or an employee is reported.

### Contacting the Office for Equal Opportunity and Title IX (EOT)

When you need to make a mandated report to EOT, call them to share the information or submit an online report. You must tell the relevant details of the situation to the extent they are known to you so that the University can address the situation.

**612-624-9547**  
**eot.umn.edu**  
**eot@umn.edu**  
**274 McNamara**

Below is part of the University sexual misconduct policy detailing mandated reports regarding students. As mentioned, these include incidences of sexual assault, sexual harassment, relationship violence, and stalking. Student employees have some exemptions; see the policy and this FAQ for more details.

### III. Reporting and Other Obligations Related to Prohibited Conduct

"University employees must promptly contact the campus Title IX office when in the course of performing their employment duties they learn about any form of prohibited conduct directed at students that may have occurred on University property, occurred during a University employment or education program or activity, been directed at a current student at the time they were a student, or been committed by a current University member at the time they were a University member."

While this process might feel uncomfortable, the policy exists to prevent and address sexual misconduct while enhancing safety at the University. Additionally, it ensures that affected individuals are informed of the resources and options available to them.

*If you have additional questions, do not hesitate to reach out to The Aurora Center or EOT.*



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