

## INFORMATION FOR FACULTY & STAFF:

What to do if you learn of sexual harassment, sexual assault or violence, intimate partner violence, domestic violence, or stalking



Utah Valley University is committed to preventing sexual violence for those learning, working, and visiting our campus. The University is taking proactive measures to increase awareness through education and training, including the “It’s On Us” sexual violence prevention campaign sponsored by the White House and led on our campus by UVUSA, the Dean of Students Office, and the Title IX Coordinator. This page provides information and resources for faculty, staff, and administrators who receive reports of sexual violence, rape, dating violence, domestic violence, or stalking from students, employees, or visitors.

If someone is willing to voluntarily disclose they have experienced sexual violence, it is likely they trust you. It is crucial to maintain that trust while ensuring our compliance with federal law by providing the necessary information regarding campus resources available, so they can make informed decisions. Knowledge about options provides the support and reassurance necessary for the individual to begin the healing process.

In accordance with federal and state laws, with the exception of UVU licensed health and mental health providers, you, as an employee of UVU, have specific obligations when an individual discloses an experience of sexual assault/violence, intimate partner violence, domestic violence, or stalking. In the coming months, you will be receiving required training regarding these responsibilities. Below is a brief summary of your responsibilities if you receive such a report.

Steps to follow when listening, speaking or supporting an individual of sexual assault, intimate partner violence, or stalking:

### **1. Advise the individual that you are a mandatory reporter**

If a student, employee, or visitor tells any UVU staff or faculty member about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking, and specifies that this violence occurred while they were a UVU student, an employee, or while visiting on campus, federal and state education laws and UVU policy require that staff and faculty notify the Title IX Coordinator. The coordinator will then contact the person and ensure that they are aware of the many services and resources that the University offers. The coordinator will also report to law enforcement those crimes mandated by law. If either party involved in the sexual violence is a minor, staff and faculty are required to report the incident to the UVU Police Department immediately and then notify the Title IX Coordinator.

Do your best to ensure that the individual knows that you are a mandated reporter before they disclose an incident that you must report. When necessary, kindly interrupt the individual to inform him/her of your requirement to report.

For example you might say, “I’m sorry to interrupt you, but I want you to be informed about your confidentiality options for what information you wish to disclose, including what must be reported based on who you disclose that information to. There are a number of issues that I am required to report to the Title IX Coordinator or the Dean of Students. I’m happy to talk with you, but given my duty to report, if you desire confidentiality, I can also put you in touch with our licensed clinical health care providers at the UVU Student Health Services, who can keep your identity confidential, or those who can help you explore options for support, modifications, or accountability under university policy. Here is a brochure with information about your options and contacts for those who can provide services.”

## **2. Provide the individual with the support services and options available**

As the first contact, your role is to serve as a bridge to connect the individual with available resources. Let them know about UVU and local support services and about the possibility for academic or work modifications, as well as possibilities to hold the alleged perpetrator accountable. Give them the [Support Services and Options Brochure](#).

Assure the individual that you will not talk about their experience to anyone except those to whom you are required to report. Please remember that we live in a small community and simply mentioning the location of the assault, the date it occurred, and/or other basic information about the individual (academic major, department, athletic affiliations, etc.) can be enough identifying information to destroy anonymity. Remember not to touch or hug the individual.

## **3. Report to the Title IX or Deputy Title IX Coordinator (801-863-7590)**

Within twenty-four (24) hours, you must report to the Title IX Coordinator, Melissa Frost, at (801) 863-7590. If you have any questions during the conversation with the individual, please direct those questions to the Title IX Coordinator.

### **Other Helpful Information**

If a student, employee, or visitor discloses committing an act of sexual violence on campus or to a member of the UVU community, contact the Title IX Coordinator to report that you have reason to believe an individual has committed sexual assault, intimate partner violence, or stalking. Please **do not** let the person know you are reporting, as this could interfere with the investigation and/or could result in retaliation against the individual.

If you are uncomfortable with an individual reporting to you, please provide the individual with the University’s brochure and refer the individual to an appropriate resource. You may call [UVU Health Services](#) (801-863-8875), the [Title IX Coordinator](#) (801-863-7590), or the [Deputy Title IX Coordinators](#).

It’s on each of us to prevent sexual violence both on campus and for members of our campus community. Your assistance in providing a safe and supportive environment for our students and employees is appreciated.