

## **Reporting Guide for Faculty and Staff: Sexual Misconduct, Discrimination and Harassment**

When potential violations of the Sexual Misconduct, Discrimination and Harassment (SMDH) Policy are disclosed, the University considers all employees, both faculty and staff, to be Mandatory Reporters, except those designated as confidential resources. When an employee becomes aware of a possible instance of sexual assault, stalking, dating or domestic violence, sexual harassment, or gender-based discrimination, the employee must immediately report the incident to the Sexual Misconduct Office or the Title IX Coordinator.

The following guidance is designed to assist faculty and staff should another member of the University community approach them about an incident of sexual misconduct, discrimination or and harassment:

- If you think that someone is about to disclose a reportable incident, you should, if at all possible, advise the person of your reporting obligation by saying something like:

*“Before you continue, I want you to know that I am considered a Mandatory Reporter, which means that I have an obligation to inform the University when I become aware of sexual misconduct or harassment. If you don’t want details of what occurred reported to the University at this time, there are confidential resources on campus that do not have to report to administration and I can help you get in touch with one of those resources. If you still want to talk to me about what happened, I am here to listen and I will only report what you tell me.”*

- If the person wishes to proceed or you do not have an opportunity to discuss your reporting obligation before they disclose reportable information:
  - **Listen** and provide non-judgmental support.
  - Determine if there are any immediate **safety concerns**. Contact OUPD, OUHSC PD or OU-Tulsa PD, if needed. For emergencies, call 911.
  - Inform the person of their **reporting options**, including reporting to the University and/or law enforcement. Never discourage anyone from reporting to you, the University, or law enforcement.
  - Direct the person to **on-campus resources**, including confidential resources. Provide contact numbers for those resources and/or, if you are comfortable doing so, offer to accompany the person to the Counseling Center or the Sexual Misconduct Office.
  - Explain your **reporting obligation**. Let the person know that someone from the Sexual Misconduct Office may reach out to them with information about options and resources. Remind the person that it is up to them whether to meet with administration about the incident.
  - **Promptly** contact the Sexual Misconduct Officer, the Title IX Coordinator, or an Associate Title IX Coordinator to report the incident. When you report, you will be required to provide all details disclosed to you about the incident.
    - It is best to report **any** instance of sexual misconduct, harassment or discrimination revealed to you. You do not need to determine whether it falls under the University’s policy and/or constitutes a policy violation. The Sexual Misconduct Officer and Title IX Coordinator will evaluate every report.
    - Online reporting form: [https://cm.maxient.com/reportingform.php?UnivofOklahoma&layout\\_id=10](https://cm.maxient.com/reportingform.php?UnivofOklahoma&layout_id=10)
  - **Share** contact numbers from the following list as needed. You can also refer someone to the Not On Our Campus website at <http://www.ou.edu/notonourcampus.html> for additional information and resources.

For more information on supporting and responding to a disclosure, view this short video: <https://youtu.be/5x0ypp5REaU>

## Resources

### To report to the University, contact:

#### All Campuses

- *Sexual Misconduct Office* 405-325-2215; [smo@ou.edu](mailto:smo@ou.edu)
- *Bobby Mason, EOO and Title IX Coordinator* 405-325-3546; [bjm@ou.edu](mailto:bjm@ou.edu)

#### Norman

- *Kristen Partridge, Assoc. Title IX Coordinator – Student Affairs* 405-325-3163; [kpartridge@ou.edu](mailto:kpartridge@ou.edu)
- *Larry Naifeh, Assoc. Title IX Coordinator – Athletics* 405-325-8241; [lnaifeh@ou.edu](mailto:lnaifeh@ou.edu)

#### HSC

- *Faustina Layne, Assoc. EOO and Title IX Officer* 405-271-2110; [faustina-layne@ouhsc.edu](mailto:faustina-layne@ouhsc.edu)
- *Kate Stanton, Assoc. Title IX Coordinator – Student Affairs* 405-271-2416; [Kate-Stanton@ouhsc.edu](mailto:Kate-Stanton@ouhsc.edu)

#### Tulsa

- *Faustina Layne, Assoc. EOO and Title IX Officer* 405-271-2110; [faustina-layne@ouhsc.edu](mailto:faustina-layne@ouhsc.edu)
- *Josh Davis, Assoc. Title IX Coordinator – Student Affairs* 918-660-3107; [jmdavis@ou.edu](mailto:jmdavis@ou.edu)

### To report to law enforcement, contact:

- **OU Police Department** 405-325-2864
- **Norman Police Department** 405-321-1600
- **OUHSC Police Department** 405-271-4300
- **OKC Police Department** 405-231-2121
- **OU-Tulsa Police Department** 918-660-3900
- **Tulsa Police Department** 918-596-9222

*For emergencies or immediate safety concerns, call 911.*

### For confidential reporting, contact:

#### OU Advocates

- **Norman/HSC** 405-615-0013, answered 24/7
- **Tulsa** 918-660-3163, after hours 918-743-5763

#### Student Counseling Services

- **Norman** 405-325-2700
- **HSC** 405-271-7336
- **Tulsa** 918-660-3109

#### Employee Assistance Program

- **Norman/HSC** 800-327-2513
- **Tulsa** 918-587-9471

#### University Ombudsman (Faculty/Staff only)

- **All Campuses** 405-325-3297

### Off-Campus Resources:

- **Norman Rape Crisis Center** 405-701-5660
- **Domestic Violence Crisis Line** 405-701-5540
- **OKC Rape Crisis Center** 405-943-7273
- **OKC Domestic Violence Hotline** 405-917-9922
- **Tulsa Rape Crisis Center** 918-744-7273
- **Tulsa Domestic Violence Hotline** 918-743-5763