

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 Institutional Equity 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, and/or 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 help them fill out the online [report form](#).
 - Explain your **reporting obligation**. Let the person know that someone from the Institutional Equity Office will reach out to them with information about options and resources. They will be invited to meet with the Intake Coordinator and meeting with the Intake Coordinator does not obligate them to take any action.
 - **Promptly** contact the Institutional Equity Office or the 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 Title IX Coordinator will evaluate every report.
 - Online reporting form: 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

- Institutional Equity Office 405-325-2215; ieo@ou.edu
- Marci Gracey, Interim *Institutional Equity Officer and Title IX Coordinator* 405-325-3546; mgracey@ou.edu

Norman

- Institutional Equity Office 405-325-2215; ieo@ou.edu
- Larry Naifeh, *Assoc. Title IX Coordinator – Athletics* 405-325-8241; linaifeh@ou.edu

HSC

- *Assoc. EO and Title IX Officer* 405-271-2110; ieo@ou.edu
- Kate Stanton, *Assoc. Title IX Coordinator – Student Affairs*

Tulsa

- *Assoc. EO and Title IX Officer* 405-271-2416; Kate-Stanton@ouhsc.edu
- Josh Davis, *Assoc. Title IX Coordinator – Student Affairs* 405-271-2110; ieo@ou.edu
918-660-3107; 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 405-325-4137

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