

OED NOTES:

Your Mandatory Reporter Role

I HAVE RECEIVED A REPORT. WHAT DO I DO?

A Mandatory Reporter who receives information concerning an incident of Prohibited Conduct MUST:

1. Assist the Complainant with obtaining medical assistance (if needed or requested) or accessing other on- or off-campus resources (if requested);
2. Encourage the Complainant to report the incident to law enforcement and assist the Complainant in contacting law enforcement if requested by the Complainant; and
3. Report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator no later than 48 hours after receiving the report.

A Mandatory Reporter who receives information from a Complainant concerning an incident of Prohibited Conduct SHOULD:

1. Provide emotional support to the Complainant;
2. Encourage the Complainant to preserve any physical evidence (e.g., if possible, the Complainant should not shower, bathe, douche, change clothes, brush his/her teeth, or comb his/her hair);
3. Inform the Complainant that as a Mandatory Reporter, you will be reporting the incident to the Title IX Coordinator or a Deputy Title IX Coordinator, one of whom (or their designee) will be contacting the Complainant to provide further guidance and assistance;
4. Advise the complainant about "confidential resources" available on campus and in the community where the information shared is confidential; and
5. Provide a Complainant with a copy of UTHSC's Sexual Misconduct and Relationship Violence Policy (available at uthsc.edu/oed/sexual-misconduct.php) or another written publication approved by the Title IX Coordinator, if available, to inform the Complainant of the Complainant's rights under this policy.

A Mandatory Reporter who receives notice of an incident of Prohibited Conduct MUST NOT

1. Guarantee to a Complainant that the Mandatory Reporter will keep information confidential;
2. Share information about the incident with a person who does not have a UTHSC-related need to know;
3. Share personally identifiable information about the incident with law enforcement (including UTHSC-PD) without the Complainant's consent; and/or
4. Investigate or otherwise attempt to resolve reports of Prohibited Conduct

APPLICABLE FEDERAL LAWS

- Title IX of the Education Amendments of 1972
- Violence Against Women Act (VAWA)
- Campus SaVE Act
- Title IV, Title VI, and VII of the Civil Rights Act of 1964

The University of Tennessee Health Science Center (UTHSC) is committed to creating and maintaining a learning, living, and working environment free from all forms of sexual misconduct and relationship violence, including sexual assault, sexual harassment, dating violence, domestic violence, and stalking.

Office of Equity and Diversity

920 Madison, Suite 825
Memphis, TN 38163
T 901.448.2112
F 901.448.1120
hsc-oed@uthsc.edu
uthsc.edu/oed

Telecommunications Device for the Deaf

T 901.448.7382



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER

OFFICE OF EQUITY

REPORT COMPLAINTS OF SEXUAL MISCONDUCT TO ANY OF THE FOLLOWING:

Michael Alston, EdD **Title IX Coordinator**

Assistant Vice Chancellor for Equity,
Diversity and Student Rights
Office of Equity and Diversity
920 Madison, Suite 825
Memphis, TN 38163
901.448.2133 (direct)
mialston@uthsc.edu

Cindy Russell, PhD **Deputy Title IX Coordinator** **for Faculty**

Associate Vice Chancellor
Academic, Faculty, and Student Affairs
400 O.W. Hyman Admin Building
Memphis, TN 38163
901.448.6158
crussell@uthsc.edu

Aaron Haynes, MSBA **Deputy Title IX Coordinator** **for GME Administration**

Director
GME Administration
920 Madison, Suite 447
Memphis, TN 38163
901.448.5364
ahaynes@uthsc.edu

Chandra Alston, EdD **Deputy Title IX Coordinator for Staff**

Associate Vice Chancellor
Human Resources
910 Madison, 7th floor
Memphis, TN 38163
901.448.1955
calston@uthsc.edu

Carolyn Smith **Deputy Title IX Coordinator** **for Clery Compliance**

Accreditation Specialist
Campus Police
740 Court Ave. Rm 111
Memphis, TN 38163
901.448.6450
cnsmith@uthsc.edu

UTHSC Campus Police Available
24/7 in cases of sexual assault
901.448.4444

CONFIDENTIAL CAMPUS **CONTACT OPTIONS:**

UTHSC University Health Services
901.448.5630, 8 am – 5 pm (M – F)
901.541.5654, After Hours, 24/7

Student Assistance Program
800.327.2255 (Option 3) 24/7

Employee Assistance Program

Title IX is the federal protection against sexual harassment and gender discrimination in any education program or activity. UTHSC's Sexual Misconduct and Sexual Harassment Policies reflect the University's observance of this law:

SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, STALKING, AND RETALIATION POLICY

The University of Tennessee Health Science Center is committed to creating and maintaining a learning, living, and working environment free from all forms of Sex Discrimination, including Sexual Misconduct and Relationship Violence. Sexual Misconduct and Relationship Violence will not be tolerated and will be grounds for disciplinary action up to, and including, permanent dismissal from the University and termination of employment. **(POLICY: uthsc.edu/oed/sexual-misconduct.php)**

SEXUAL HARASSMENT

The University of Tennessee unequivocally opposes the sexual harassment of any University community members. Sexual harassment will not be tolerated and will be grounds for disciplinary action. In accordance with federal regulations, sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

If a person indicates hesitancy to report an incident to the University, inform the person that the University prohibits Retaliation and will not only take steps to prevent Retaliation but also take strong responsive action if Retaliation occurs.

MANDATORY REPORTERS:

- Office of Equity and Diversity
- Office of Student Affairs/
Student Life
- Academic Advisors
- Chancellors, Vice Chancellors,
Associate Vice Chancellors, or
Assistant Vice Chancellors
- Dean, Associate Deans,
Assistant Deans, Executive
Directors, Directors, Associate
Directors, Assistant Directors, or
Department Heads
- Faculty Members
- Faculty and staff advisors to
registered student organizations
- Residency Coordinators
- The Complainant's University
employment supervisor (only
if the Complainant is a University
student employee or trainee)
- The Respondent's University
employment supervisor (only
if the Respondent is a University
employee, including a University
student employee and trainee)
- The Employee Relations Team
Leader or the Employment Team
Leader in Human Resources (only if
the Respondent is a University
employee, including a student
employee)
- A University employee designated as
a Campus Security Authority for Clery
Act compliance