



## Understanding the Obligation to Report at CU Boulder

### Who is obligated to report incidents of sexual misconduct and protected class discrimination and/or harassment?

All employees who have the authority to hire, fire, promote, discipline, evaluate, grade, formally advise, or direct faculty, staff or students are considered "responsible employees" and are required to contact OIEC.

This includes all faculty and instructors, athletic trainers and coaches, academic advisors, managers, supervisors, TA's, resident advisors (RA's), and anyone who oversees academic or non-academic university programs.

This means:

- A responsible employee who becomes aware of sexual misconduct, (including sexual assault, exploitation and harassment, intimate partner abuse, and stalking), or protected class discrimination or harassment involving *any member* of the CU community must promptly contact OIEC.
- This applies whether the member of our community is the person who was subjected to the misconduct or the person who committed the misconduct.
- This applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community.
- This applies regardless of how the information was conveyed to a responsible employee (whether spoken, written, or through a third party).

When in doubt, contact OIEC for further guidance at 303-492-2127 or report an incident at [cureport@colorado.edu](mailto:cureport@colorado.edu).

### What are the goals of the obligation to report?

- Ensure that the person impacted by behavior prohibited by university policy is safe and receives support.
- Understand the nature and scope of the concerns.
- To get the behavior to stop.



## What do I do if a student or an employee asks to speak to me confidentially?

- Explain your obligation to inform OIEC if someone discloses a potential policy violation. Here is an example of what you could say:
  - “As someone who is required to relay these kinds of concerns to the university, I have to make Institutional Equity and Compliance (OIEC) aware of what you told me. You are not obligated to talk to them or engage in an investigative process if that is not what you want. They will reach out to you to make sure you are aware of your options, including confidential resources, so that you can get the support you may need.”
- Give someone a chance to consider talking to a confidential resource before they disclose anything. Here is an example of what you could say:
  - “Before you tell me what’s bothering you, I need to let you know (or remind you) that if it relates to behaviors that would violate our campus policies on discrimination, harassment, or sexual misconduct, I have to make OIEC aware of the situation. The university takes these concerns seriously. You would not be obligated to talk to OIEC or engage in an investigative process if that is not what you want. I’m glad that you came to me to talk about what’s going on, and if you would rather talk to someone who is completely confidential I can connect you with those resources.”
- Refer to confidential resources. More information on resources can be found at <http://www.colorado.edu/dontignoreit/get-support>
- If the individual shares that they were affected by behaviors related to the Sexual Misconduct (including sexual assault, harassment, exploitation, intimate partner abuse, or stalking) or the Protected Class Discrimination and Harassment policies, contact OIEC at 303-492-2127 or send an Email to [cureport@colorado.edu](mailto:cureport@colorado.edu) in order to fulfill the obligation to report.
- Visit [www.colorado.edu/institutionalequity](http://www.colorado.edu/institutionalequity) for more information about university policy and OIEC processes and procedures.