Title IX Reporting Responsibilities & Confidential Reporting Options

This document provides details about the Title IX reporting responsibilities of DePaul employees and about DePaul’s Title IX confidential reporting options. This document is intended (1) to assist DePaul employees with understanding their roles and obligations when an individual discloses instances of sex discrimination, which include sex harassment and sexual and relationship violence, and (2) to assist individuals with making informed decisions about to whom to make a report.

For an overview of reporting responsibilities and a step-by-step response guide, as well as contact information for all the offices mentioned in this document, please view the Sexual and Relationship Violence: Step-by-Step Response Guide for Faculty and Staff available on a dedicated page on the DePaul Public Safety website.

Reporting Responsibilities

Title IX prohibits sex discrimination on the basis of sex in federally funded education programs and activities. Sex discrimination includes sexual harassment, and sexual and relationship violence.

Title IX requires that when an individual who is a "responsible employee" learns of sex discrimination, the responsible employee is required to promptly report specific information about the sex discrimination to DePaul's Title IX Coordinator or other appropriate designees.

At DePaul, all DePaul faculty, staff, and student employees are responsible employees.

DePaul's Title IX Coordinator is Karen Tamburro in the Office of Institutional Diversity and Equity (Lincoln Park: 773-325-8128; Loop: 312-362-8970 or titleixcoordinator@depaul.edu). Responsible employees may make reports of sex discrimination to the Title IX Coordinator directly or responsible employees may make reports of sex discrimination to the Title IX Coordinator through any of the following offices:

- **DePaul Public Safety**—Public Safety is open 24 hours a day, seven days a week. (Lincoln Park: 773-325-7777; Loop: 312-362-8400)
- **Office of Health Promotion and Wellness**—Reports can be made to any Survivor Support Advocate. (773-325-7129 or hpw@depaul.edu)

Each of these offices will assist the responsible employee with getting the required information to the Title IX Coordinator.

The information that a responsible employee must disclose to the Title IX Coordinator or other appropriate designees includes the name of the person reporting the sex discrimination, the name of the alleged perpetrator (if known), the names of others involved, and any relevant facts that have been provided, such as date, time, and location.

Once the Title IX Coordinator receives all the information from the responsible employee, the Title IX Coordinator will then make determinations, in consultation with others as needed, about what prompt and equitable resolution is appropriate. In making these determinations, the Title IX Coordinator will make every effort to respect requests for confidentiality. However, confidentiality cannot be guaranteed in all circumstances. For example, DePaul has an obligation to provide a safe and nondiscriminatory environment for all members of its community and might have to share information about a report to protect the campus community.

If the information reported to the responsible employee suggests that the reporting individual has experienced sexual or relationship violence, the responsible employee must also provide the individual with a Sexual and Relationship Violence Information Sheet found on a dedicated page on the DePaul Public Safety website.

If responsible employees are also campus security authorities (CSAs) pursuant to the Crime Reporting and Clery Act Compliance policy, the individuals must also fulfill their obligation to report certain Clery-reportable crimes reported to them to Public Safety in a timely manner. CSAs are not required to report personally identifiable information about crimes. Not all sex discrimination is a Clery-reportable crime. Public Safety informs faculty and staff annually if they are a CSA.

If the individual making the report is a minor, other reporting may also be required pursuant to the Illinois Abused and Neglected Child Reporting Act. More information about these other reporting responsibilities can be found in the Crime Reporting and Clery Act Compliance policy or on the Public Safety website.
Confidential Reporting Options

Under Title IX, DePaul may designate certain individuals as confidential reporting resources, even though these individuals may otherwise be responsible employees. Individuals who have been designated as confidential reporting resources are not usually required to report information about sex discrimination to the Title IX Coordinator or other appropriate designees. (There are some exceptions to this, which are detailed below.)

DePaul has designated several offices as confidential reporting resources. Those offices are:

- **Office of Health Promotion and Wellness**—Available to students and employees. Reports can be made confidentially to any Survivor Support Advocate, including the Sexual Health and Violence Prevention Specialist. **Please note that when a responsible employee contacts the Office of Health Promotion and Wellness to facilitate making a report to the Title IX Coordinator, this report is not confidential. The Office of Health Promotion and Wellness is only a confidential reporting resource for receiving reports directly from the individual affected by sex discrimination.** (773-325-7129 or hpw@depaul.edu)

- **University Ministry**—Available to students, employees, and others. Reports can be made confidentially only to ordained individuals or otherwise recognized religious leaders who are providing pastoral care within the scope of their religious and job responsibilities. (773-325-7902)

- **University Counseling Services**—Available to students. (Lincoln Park: 773-325-7779; Loop: 312-362-6923)

- **Student Legal Services**—Available to students. Reports can be made confidentially only while seeking legal advice. (773-325-1588 or sls@depaul.edu)

- **University Ombudsperson**—Available to employees. (312-362-8707 or ombuds@depaul.edu)

All responsible employees should familiarize themselves with these confidential reporting resources. As soon as an individual appears to be disclosing an issue related to sex discrimination, the responsible employee should inform the individual that the responsible employee has an obligation to report any information shared to the Title IX Coordinator. If the individual wishes to speak to someone confidentially, the responsible employee should offer to connect the individual with one of these confidential reporting resources or to off-campus resources. The Office of Health Promotion and Wellness can help connect individuals with off-campus resources for counseling and advocacy. DePaul's Employee Assistance Program also provides convenient, confidential access for full- and part-time faculty and staff.

Not all confidential reporting resources can guarantee confidentiality in all circumstances. Some confidential reporting resources are not required to report to the Title IX Coordinator any information about sex discrimination that is reported to them. For example, reports made to University Counseling Services, University Ministry, and Student Legal Services are confidential in accordance with the professional licenses and norms of the individuals in those areas.

However, other confidential reporting resources, such as the Survivor Support Advocates in the Office of Health Promotion and Wellness or the University Ombudsperson, will report general or aggregate information about sex discrimination to the Title IX Coordinator in order to identify patterns or systematic problems. In making these reports, care will be taken to avoid reporting personally identifiable information.

Confidential reporting resources should make clear to individuals to what extent a report is confidential. This includes informing individuals about what information, if any, will be shared, and informing individuals of where a report should be made if the individual would like DePaul to take any further specific action to redress the particular situation. Confidential reporting resources should help connect individuals with these offices as needed.

Public Safety is not a confidential reporting resource for Title IX purposes. Public Safety allows for Jane and/or John Doe reports, which enables an individual to remain anonymous on any Public Safety reports. However, Public Safety will still report all the relevant details of the report (including any personally identifiable information it has) to the Title IX Coordinator.

If the information reported to the confidential reporting resource suggests that the reporting individual has experienced sexual or relationship violence, the confidential reporting resource must also provide the individual with a Sexual and Relationship Violence Information Sheet found on a dedicated page on the DePaul Public Safety website.

If confidential reporting resources are also campus security authorities (CSAs) pursuant to the Crime Reporting and Clery Act Compliance policy, those individuals must still fulfill their obligation to report certain Clery-reportable crimes reported to them to Public Safety in a timely manner. CSAs are not required to report personally identifiable information about crimes. Not all sex discrimination is a Clery-reportable crime. Public Safety informs faculty and staff annually if they are a CSA.

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