

University of Arkansas Responsible Employee Guide



A Guide to Reporting Allegations of Sexual Misconduct

(including, but not limited to: Sexual Assault, Sexual Harassment, Dating Violence, Stalking, and Voyeurism.)

DID YOU KNOW?

All University of Arkansas employees deemed “Responsible Employees” have mandatory reporting obligations and are therefore required to promptly notify the Title IX Coordinator of any allegations of sexual misconduct.

This may include, **but is not limited to:** all faculty, administrators, academic advisors, coaches, athletic trainers, teaching assistants, graduate research assistants, resident assistants, and all supervisory staff.

If you have any questions as to whether you are a Responsible Employee, please contact the Title IX Coordinator.

IDENTIFYING WHEN TO REPORT A CONCERN

When you learn information that a student or employee was involved in any incident that may have included acts of sexual misconduct. If you are unsure if an incident falls into these categories, please contact the Title IX Coordinator immediately.

Examples

- A student tells you in “confidence” that he believes he was sexually assaulted by a fellow student.
- You ask about a staff member’s bruised eye and he informs you that his partner struck him.
- A faculty member tells you a former student is stalking her and leaving her threatening voice messages.
- A student complains that a classmate often makes “sexist” comments about women.
- A student-employee tells you she is uncomfortable with an external contractor because he tells crude sexual jokes and offers to rub her shoulders.
- An employee tells you she is missing work to avoid a co-worker who had sex with her after she blacked out at party.
- A student is concerned because a faculty member will not allow her to make up an exam after she was on bed rest for a pregnancy-related condition.

REPORTING

- Title IX and University of Arkansas policies require that “Responsible Employees” report concerns of sexual misconduct and discrimination to appropriate University personnel.
- **Do not delay.** Once an allegation of this nature comes to your attention, you must report what you know.

If you fail to timely report a concern:

- Your delay could cause additional harm to the individuals involved.
- You expose the University to legal liability.
- You expose yourself to personal liability.

YOUR RESPONSE TO THESE SITUATIONS

As a Responsible Employee, you cannot guarantee confidentiality to the individual.

For example, you could tell the individual: “It sounds as if you are about to tell me something that may require a University investigation. As a responsible employee, I am required to notify appropriate University personnel, so that actions can be taken to protect you and the community.”

Resources You Should Provide the Individual:

On-Campus Resources:

- Encourage victims to report to UAPD
479-575-2222
- Victim Advocacy Services through STAR Central
277 Pat Walker Health Center
- Counseling & Psychological Services (CAPS)
479-575-4451
479-575-5276 (24-hour Emergency Line)
- For more resources visit:
titleix.uark.edu/resources.php

How to Report

**Contact the University of Arkansas
Title IX Coordinator:**

Tyler R. Farrar, J.D.
Title IX Coordinator
427 Administration Building
Fayetteville, AR 72701
Office: *(479) 575-7111*
Cell: *(479) 409-9972*
Email: *tylerf@uark.edu* OR *Titleix@uark.edu*

- Online Reporting at *report.uark.edu*