

# Information for Faculty and Staff

## Mandatory Reporting

As faculty or staff member of Utah Valley University, you are a mandatory reporter. A mandatory reporter is someone that is legally required to report incidents that would be overseen by the Title IX Office. The Title IX Office is responsible for addressing complaints and reports pertaining to Policies 162 and 165.

Policy 162: defines and prohibits the following: **sexual misconduct, assault, harassment, and exploitation, stalking, and dating/domestic violence**

Policy 165: defines and prohibits the following: **harassment or discrimination** of an individual **based on protected class** (race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status, pregnancy, childbirth, or genetic information)

### How to Advise:

- Before the individual begins to make their report, politely interrupt to **inform them that you are a mandatory reporter and that anything they tell you must be reported to the Title IX Office.**
- Let them know they are safe.
- Practice active listening, take mental notes – you must report **everything** they tell you.
- Do not pry for more information.
- Offer as much help as you can – **do not offer support you cannot provide**
- Help them contact the Title IX Office – we can provide support and resources.
- Be gentle and kind.
- Respect their space – check in and ask what you can do to help.

### How to Report to Title IX:

Send a written report to the Title IX Office's email box at [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu). We will need their name and UVUID. You are encouraged to attach any and all documents that could be pertinent. You can also call our office at (801) 863-7999 to schedule an appointment, or visit us in BA-203, open Monday-Friday, 8am-5pm.

### Remember

You **must** report all incidents to the Title IX Office **within 24 hours** of being notified of them.