



# WHAT INDIVIDUALS WITH REPORTING RESPONSIBILITIES NEED TO KNOW

## THE CENTER FOR AWARENESS, RESOLUTION, EDUCATION & SUPPORT

UChicago CARES works to prevent and respond to discrimination, harassment, and sexual misconduct within the University community. The Center supports the campus community through prevention education and training; responding to reports; providing services, support, and resources; and facilitating resolution options. CARES staff coordinate compliance with federal, state and local regulations governing non-discrimination, including Title IX, Title VI, Title VII and VAWA.

Staff at UChicago CARES are here to advise all members of our community on confidentiality, options regarding receiving support services and/or accommodations, and the University's resolution options.

**Individuals with Reporting Responsibilities are required to promptly notify UChicago CARES of all known details related to a possible incident of sexual misconduct that is disclosed to them.**

- Sexual misconduct includes: (sexual assault, sexual harassment, dating/domestic violence, stalking, and discrimination/harassment based on sexual orientation, gender identity or sex characteristics)
- This includes information that is disclosed to them directly, indirectly, or through a third party, or that they may have observed.

Reporting an incident to UChicago CARES is private. The person who experienced sexual misconduct does not lose control of the process. Individuals may choose not to move forward with resolution options and may still request support services and/or accommodations.

Individuals with Reporting Responsibilities should not “investigate” any of the incidents reported to them or make outreach to those alleged to be involved.

### Individuals with Reporting Responsibilities Include (but are not limited to):

- All faculty and other academic appointees
- Administrative assistants
- Athletic coaches
- Deans of Students
- Resident Assistants
- Resident Heads & Resident Deans
- Some student staff
- Teaching Assistants
- Preceptors
- UCPD staff
- Other University employees

### Additional Reporting Responsibilities for Individuals with Supervisory, Managerial or Administrative Authority (Academics and Staff)

Individuals with supervisory, managerial or administrative authority must promptly notify UChicago CARES all known details related to a possible incident of discrimination or unlawful harassment on the basis of:

- Race
- Color
- Religion
- Sex
- Sexual orientation
- Gender, gender identity or expression
- National or ethnic origin
- Shared ancestry
- Age
- Status as an individual with a disability
- Military or veteran status
- Genetic information
- or other protected classes under the law
- Retaliation



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## How to Respond to a Disclosure

### 1. LISTEN

- Do not assume you know what the individual needs, as needs can vary.
- Disclose your role as an Individual with Reporting Responsibilities and inform the individual of your obligation to report and what that means.
- Do not shut down the conversation. The individual has come to you because they feel comfortable sharing this information with you.

### 2. SUPPORT

- Ensure that the person is safe.
- Express empathy.
- Provide nonjudgmental support

### 3. REFER

Refer the individual to [Confidential Resources](#):

#### [Sexual Assault Dean on Call](#)

The Sexual Assault Dean on Call (SADoC) is a confidential resource available to students 24/7, and is specially trained to assist students who have experienced sexual or relationship violence. They can be reached through the UChicago Safe App or by calling UCPD Dispatch at 773-702-8181 and asking UCPD to page the Sexual Assault Dean-on-Call.

#### [UChicago Student Wellness](#)

Students can receive confidential [medical services](#) and [mental health services](#) through UChicago Student Wellness.

#### [Ordained Religious Advisors](#)

Students can speak confidentially with Ordained Religious Advisors through Spiritual Life at UChicago to seek spiritual care.

### 4. SHARE Information with UChicago CARES

Share Information [HERE](#). Or, visit [cares.uchicago.edu/make-a-report](https://cares.uchicago.edu/make-a-report)

This form routes directly to staff within UChicago CARES who are designated by the University's Title IX Coordinator to receive reports. Online reporting increases the response time to the individual impacted and decreases phone calls/voicemails/emails that need to be exchanged about a situation.

## What Happens After I Make a Report?

When an incident is reported to UChicago CARES, individuals can expect to receive an email outreach outlining information on confidential resources, supportive measures, resolution options, and resources and referrals. Individuals are not obligated to respond to this outreach or engage with the UChicago CARES team. Individuals can choose not to move forward with resolution options, but still receive support services.

## Consultations are Available

If you are unsure if a situation needs to be reported, or have additional questions or concerns before sharing information, contact: [uchicagocares@uchicago.edu](mailto:uchicagocares@uchicago.edu)



**Working to prevent and respond to harassment, discrimination, and sexual misconduct**



[cares.uchicago.edu](https://cares.uchicago.edu)