



# FLORIDA STATE UNIVERSITY

## Sexual Misconduct

### Reporting Obligations for Staff and Faculty

As an employee, you may be the first point of contact for a victim of sexual misconduct. You may also learn of possible sexual misconduct from a source other than the victim. FSU is subject to several reporting laws in this area.

#### What to Report

In the following situations of sexual misconduct you must report:

1. If you become aware that a *student* is the affected party.
2. If you become aware that an individual *under your supervision* is the affected party.
3. If you become aware of an incident of sexual violence, domestic/dating violence, or stalking.

This includes incidents that you learn of first hand (from the affected party), second hand (from anyone else), by witnessing the event, and through other means (media coverage, social networking, or anonymous reports).

#### Where to Report

- The University Title IX Director, Mandy Hambleton, (850) 644-6271 or [mhambleton@fsu.edu](mailto:mhambleton@fsu.edu).
- The [Office of Equal Opportunity and Compliance](#) (EOC), (850) 645-6519, if the alleged perpetrator is faculty, staff, visitor, or a contractor; or
- The [FSU Police Department](#), (850) 644-1234 on campus, if the affected party wishes to file a police report.

Failure to report in the circumstances described above can lead to disciplinary action for failure to report. When in doubt, err on the side of reporting any incident of sexually inappropriate conduct.

#### Who is a “Supervisor”

The term supervisor is construed broadly. It includes, but is not limited to: residence hall coordinators, graduate research assistants, teaching assistants, lab technicians, principal investigators, athletic coaches, academic advisors, and faculty when interacting in a faculty-student interaction. When in doubt—report.

#### Confidentiality

Often a victim will ask you not to tell anyone about the sexual misconduct they disclose to you. Unless you are a “Confidential Source,” a victim’s request for confidentiality does **not** absolve you of your reporting duties to the University offices listed above. If possible, inform the victim that you have a reporting obligation before they reveal their concern to you and let them know where they can discuss the situation with complete confidentiality.

If they reveal sexual misconduct to you before you can counsel them about confidentiality, let them know that you have an obligation to report the incident to university administrators, but that the University handles complaints sensitively and discretely. Information is kept on a “need to know” basis. They can request to proceed confidentially and the University will carefully consider their request. Also let them know that they are protected from any form of retaliation for reporting sexual misconduct.

#### Confidential Sources

At FSU, confidential sources include: [Victim Advocates](#), mental health counselors (such as [University Counseling Center](#) and [Employee Assistance Program](#) staff members), medical staff at the Health and Wellness Center, and pastoral counselors. These employees are not subject to the sexual misconduct reporting obligations described above.

**Questions about Reporting?** Call the Office of Equal Opportunity and Compliance at 850-645-6519.