FLORIDA STATE UNIVERSITY

Discrimination/Sexual Misconduct
Reporting Obligations for Staff and Faculty

As an employee, you may be the first point of contact for an individual affected by discrimination or sexual misconduct. Or you may learn of an incident from a 3rd party. FSU is subject to several reporting laws in this area.

What to Report
In the following situations of discrimination or sexual misconduct you must report:
• If you become aware that a student is the affected party.
• If you become aware that an individual under your supervision is the affected party.
• 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
• Online: https://report.fsu.edu;
  o The Equity, Diversity & Inclusion Office (EDI), (850) 645-6519 or EDI@fsu.edu, if the accused is faculty, staff, visitor, or a contractor;
  o The Department of Student Conduct and Community Standards, (850) 644-5136 or SCCS@fsu.edu, for a discrimination matter if the accused student; or
  o The University Title IX Director, Tricia Buchholz, (850) 645-2741 or tbuchholz@fsu.edu, for a sexual misconduct matter if the accused is a student.
• 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 Counseling and Psychological Services 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 Equity, Diversity & Inclusion Office at (850) 645-6519.