



# 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 3<sup>rd</sup> party. FSU is subject to several reporting laws in this area. **First and foremost – ensure the Affected Individual is advised of safety and support resources for imminent needs.**

### 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 Individual or Responding Individual.
- If you become aware that an employee *under your supervision* is the Affected Individual or Responding Individual.
- If you witness an incident of sexual violence.

This includes incidents that you learn of firsthand (from the Affected Individual or Responding Individual), 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>;
  - The [Equity, Diversity & Inclusion Office](#) (EDI), (850) 645-6519 or [EDI@fsu.edu](mailto:EDI@fsu.edu), if the accused is faculty, staff, visitor, or a contractor;
  - The Department of Student Conduct and Community Standards, (850) 644-5136 or [SCCS@fsu.edu](mailto:SCCS@fsu.edu), for a discrimination matter if the accused student; or
  - The Office of Title IX, (850) 645-2741 or [TitleIX-Staff@fsu.edu](mailto:TitleIX-Staff@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 an Affected Individual will ask you not to tell anyone about the discrimination or sexual misconduct they disclose to you. Unless you are a “Confidential Source,” an individual’s request for confidentiality does **not** absolve you of your reporting duties to the University offices listed above. If possible, inform the individual 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 details 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 discrimination or 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), and medical staff at the Health and Wellness Center. These employees are not subject to the discrimination or sexual misconduct reporting obligations described above.

**Questions about Reporting?** Call the Equity, Diversity & Inclusion Office at (850) 645-6519.