

Mandatory Reporter's Guide for Reporting Sexual Misconduct at GVSU

Am I a Mandatory Reporter?

You may be. Many GVSU employees hold this designation, including deans, directors, department chairs, supervisors, and more. Mandatory Reporters are designated in GVSU's Policy Prohibiting Harassment, Discrimination, Retaliation, & Sexual Misconduct (including Sexual Assault, Intimate Partner Violence, Stalking, & Sexual Exploitation). To confirm your designation and for more information visit www.gvsu.edu/titleix/mandatoryreporters.

Obligations

When notified of sexual misconduct, including sexual assault, stalking, intimate partner violence (dating/domestic violence), sexual exploitation, sexual harassment, or gender-based harassment, **Mandatory Reporters must immediately report the information through GVSU's online reporting form available at www.gvsu.edu/titleix/report.**

Why GVSU Designates Mandatory Reporters

Mandatory Reporters serve a critical function in ensuring that employees/students have access to essential support services and rights under the law and University policy. Reporting also helps the University identify and address any trends or systemic problems, and contributes to the safety of our campus community.

Benefits of Reporting

- Expansive options for supportive measures, which include campus modifications within housing, employment, courses, organizations, and are tailored to the needs of each employee/student. These measures are designed in partnership with the employee/student that allow the continued participation within all aspects of GVSU's community.
 - *These supportive measures are available to the employee/student and are separate from any other request for action.*
- Protection from retaliation or adverse action for the purpose of interfering with rights or privileges under the law and GVSU policy.
- The option to request any other action through the University now, in the future, or not at all. If and when the employee/student chooses to request any other action, the University will take the report seriously and take quick action to stop the behavior, protect the employee/student experiencing the behavior.

Reassurances

- **Maintaining Privacy:** The employee/student may express, or you may have concerns, around privacy and what happens to the information once it is reported.
 - Once notified of sexual misconduct and after the filing of a report, the Mandatory Reporter will keep all information they receive private.

- We understand that these situations may be of a sensitive nature, and our office maintains the privacy of the reported information and any parties identified.
- **The Employee's/Student's Control/Agency:** The employee/student may express, or you may have concerns, around a loss of agency once a report is submitted to our office.
 - A report to our office initiates contact with the employee/student and a discussion about supportive measures and resources, it does not initiate any other action.
 - We work in consultation with the employee/student, respect the expressed wishes, and assure privacy as much as possible regarding any action taken.
 - *Supportive measures are available even if the employee/student chooses not to file a formal complaint or choose any particular course of action.*
- **Unfamiliarity:** You and/or the employee/student may not be familiar with our office or its function. The mission of our office is to promote civil rights and equal opportunity in the GVSU community by preventing, responding to, and remedying all forms of discrimination, sex and gender harassment, and sexual misconduct, while maintaining the highest professional standards.
 - Everyone engaged in this work is highly trained and experienced, and is committed to the values of our office:
 - We act with integrity by being equitable, impartial, prompt, thorough, and transparent in all interactions.
 - We respect how overlapping social identities contribute to and shape the experiences of discrimination, sex and gender harassment, and sexual misconduct.
 - We value critical thinking, not just by engaging in research-informed practice and seeking and sharing knowledge, but by engaging empathically with others, exercising our imaginations, discerning patterns of meaning in experiences, and examining all situations from different perspectives.
 - We act with courage by accepting challenges, identifying opportunities to make a difference, questioning the status quo, and building resilience.

When the employee/student is ready to talk, we are ready to listen.

If you have questions or need consultation, we are here. Reach out.

Office of Civil Rights & Title IX

4015 James H. Zumberge Hall
Allendale, MI 49401
(616) 331- 9530
www.gvsu.edu/titleix

