

Assisting Employee: Checklist for Student Sex and Gender-Based Harassment Disclosures

Instructions: Take care to let the student know that you are available to speak with the student again, if that is what the student wants. Ask the student whether you can share resource information with them by phone or email. If the student says “yes,” follow up! Please fill this form out as soon after your interaction with a student as possible and retain this form for your records. Please do not keep notes separate from this form.

Your notes may be subject to disclosure in a subsequent university or court process.

Employee Name: _____

Student Name: _____

As an Assisting Employee:

- I explained my responsibilities as an Assisting Employee to the student.
- I was unable to explain my reporting responsibilities as an Assisting Employee to the student.

Other Reporting Obligations:

- I consulted confidentially with _____ from the Care and Advocacy Program (CAP) at (541-346-3216) to assess whether there was a threat to the student’s health or safety and:
 - It was determined there was no risk present.
 - It was determined there was a risk, and I submitted a report to: _____ (OICRC, DOS, other).
- I was unable to consult with CAP but did submit a report to: _____ (OICRC, DOS, other) as I believe there was a threat to the student’s health or safety based on information provided by the student.

Assisting Employee Reporting (check those that apply):

- I asked the student if they were under 18 years of age. I explained my child abuse reporting obligations.
- I asked the student whether they wanted to be connected with the Title IX Coordinator, and the student declined to move forward with a formal report to the Title IX Coordinator.
- I asked the student whether they wanted to be connected with the Title IX Coordinator. The student wanted to connect with the Title IX Coordinator, and I submitted a report to <https://investigations.uoregon.edu/reporting>.

*If you are a Campus Security Authority, you are required to provide de-identified information to the Clery Coordinator at clery@uoregon.edu, even if you do not otherwise report the student’s disclosure.

NOTE: Most faculty are not Campus Security Authorities.

Resources:

- I provided the student with resource information (e.g., website information, Callisto, or another referral).
- I facilitated connecting the student with an on-campus confidential resource (e.g., walked them to Counseling, called the Care and Advocacy Program with student, referred to Student Survivor Legal Services, etc.).
- The student declined on-campus resource connection or information. I made the student aware of the option to request supportive measures from OICRC or CAP at any time and told the student that supportive measures would be tailored to their needs and may include academic, financial, housing, counseling, or other needed support.

Employee Signature: _____ **Date:** _____