



SYSTEMWIDE TITLE IX OFFICE

OFFICE OF THE PRESIDENT
1111 Franklin Street,
Oakland, California 94607-5200

April 4, 2017

CHANCELLORS

Dear Colleagues:

I write to remind you of the Responsible Employee obligation set forth in the [UC Policy on Sexual Violence and Sexual Harassment](#) (*Policy*).

In accordance with the *Policy*, any UC employee who is not specifically identified as a Confidential Resource is a Responsible Employee required to report sexual violence, sexual harassment or other conduct prohibited by the *Policy*.

All employees, including non-supervisory employees and student employees, must inform the Title IX officer when, in the course of their work, they become aware that a student has experienced sexual harassment or sexual violence (including sexual assault, domestic violence and stalking).

Faculty, managers and supervisors, human resources administrators and academic personnel have a broader obligation, and must inform the Title IX officer when they get a report of sexual harassment or sexual violence from a colleague, a subordinate or anyone else affiliated with the University.

A Responsible Employee fulfills their obligation by contacting their campus Title IX officer or designee and providing whatever information they have about the incident, including the names and contact information of any individuals involved. The Responsible Employee should not conduct any investigation or take steps to resolve the incident on their own. The *Policy* prohibits retaliation against Responsible Employees and anyone else who reports sexual harassment or sexual violence to the Title IX office.

A Responsible Employee's report ensures that UC community members who have experienced sexual violence or sexual harassment understand their rights and resources. It also enables the University to take prompt and effective steps to stop the harassment or violence, and foster a safe learning and working environment. An employee who does not comply with the Responsible Employee requirement may be subject to consequences for failing to report, which may include corrective actions, up to and including termination.

The Office of the President has recently issued [FAQs](#) regarding the Responsible Employee obligation, which are available for review at www.sexualviolence.universityofcalifornia.edu. I encourage you to share this message, and the [FAQs](#) broadly with your campus or location community.

Best,

Kathleen Salvaty
Systemwide Title IX Coordinator