

# UA Little Rock Employee Response Guide

UA Little Rock requires all employees to immediately report allegations of sex- or gender-based harassment or discrimination to the Title IX Coordinator. Reports can be made by calling 501-916-5716, emailing [titleix@ualr.edu](mailto:titleix@ualr.edu), or in-person at the Department of Human Resources. Reports can also be made at [ualr.edu/titleix](http://ualr.edu/titleix). Sharing this information connects people to safety measures and enables the university to take appropriate action to address any potential discrimination or misconduct.

## LISTEN

- » Believe what is being told to you. There is no need to ask investigative questions, provide counseling, or make judgments about what happened. This person sought you out as a trusted source to listen. Everyone responds differently to trauma. The person may not react the way you would.
- » Because you are a mandated reporter, convey that you have an obligation to share information about sexual misconduct with Title IX and will safeguard their privacy. The goal of sharing the information is to provide safety options, campus resources and investigation options.

**\*Mandated Reporters:** All UA Little Rock employees are considered “mandated reporters.” That means that any employee (that is not otherwise designated as a Confidential Reporting option) who receives notice of sexual harassment, sexual violence, dating/domestic partner violence, or stalking is obligated to report the information to the Director of Title IX.

## SUPPORT

» If there is concern for any person’s safety, contact Public Safety at 501-916-3400. In the event of an emergency or an immediate concern for someone’s safety, contact 9-1-1.

Ask how you can help. Encourage the person to seek help through appropriate resources, which may include:

- » Counseling Services provides confidential support, counseling, and crisis intervention. Student Services Center, Suite 118, 501-916-3185.
- » Assistance with supportive measures and resources (no contact order, change in housing/work arrangements, etc.) through Title IX at 501-916-5716.
- » Confidential counseling, housing relocation assistance, violence intervention and support groups are available through Women and Children First Arkansas 501-376-3219.

## REPORT

- » Share all known details of the incident date, time, location, the names of all the parties involved, including potential witnesses, and a description of the incident with the Director of Title IX, by using the online reporting form at [ualr.edu/titleix](http://ualr.edu/titleix).
- » Individuals reporting an incident will receive confirmation that the office received their report. To protect privacy, confidentiality and due process, Title IX will only update involved parties about the investigation.
- » If criminal behavior is involved, ask if the person would like you to call the police. If so, contact the UA Little Rock Department of Public Safety at 501-916-3400.
- » UA Little Rock’s Title IX Policy provides for amnesty in many situations that involved drug and alcohol use or abuse.
- » Parents of UA Little Rock students are not notified of sexual misconduct reports brought to Title IX without a request from the student and a signed FERPA release.

## WHAT HAPPENS AFTER THE REPORT?

- » Title IX will contact the person through email and ask to meet. If the person doesn’t want to meet, the case will be evaluated to determine if action is needed by the university, and if not, it will be closed.
- » If the person decides to meet, they may bring a support person and/or an advisor. The Director of Title IX will review safety measures and the options the person has to move forward with their report.
- » For complete information about the Title IX grievance process, please visit [ualr.edu/titleix](http://ualr.edu/titleix) or call 501-916-5716.

## WHAT BEHAVIORS SHOULD BE REPORTED?

Any instance of sex or gender-based discrimination or harassment should be reported. This includes instances of sexual assault, dating/domestic violence, stalking, and non-consensual sexual contact. Retaliation or potential retaliation for bringing forward information should also be reported.

## WHO MUST REPORT?

To reduce risks to the University community, all students, faculty, staff, and visitors should make sure information about sexual misconduct is reported. Employees that are not confidential resources are obligated to report sexual misconduct to Title IX.

## WHERE IS THE JURISDICTION FOR REPORTING?

There is no geographic jurisdiction for sexual misconduct reporting. Prohibited behaviors involving UA Little Rock community members that occur on or off campus, or even on study abroad, may have an impact on education or employment should be reported to the Office of Title IX.

## WHEN SHOULD PROHIBITED BEHAVIORS BE REPORTED?

Report information immediately. This will allow for a quick response and assistance for the person targeted by the behavior. The university will make every effort to remedy a complaint in a timely manner.

## Prohibited Behaviors as defined in the UA Little Rock Title IX Policy

**Sexual Assault:** Any sexual act, directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent.

**Sexual Harassment:** Sexual harassment is conduct on the basis of sex constituting one of the following:

- » An employee of the university conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
- » Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's educational programs or activities; or
- » Any of the following:
  - "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this policy
  - "Dating violence" as defined in 34 U.S.C. 12291(a)(10) and this policy
  - "Domestic violence" as defined in 34 U.S.C. 12291(a)(8) and this policy
  - "Stalking" as defined in 34 U.S.C. 12291(a)(30) and this policy

**Dating/Domestic Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship is determined based on consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

**Retaliation:** Any acts or attempts to at that take adverse action against any individual for the purpose of interfering with any rights, including the rights guaranteed under this policy, including action against a Complainant, Respondent, or Witness because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

## LEARN MORE

For additional information including complete definitions and resources, view the Policy at [ualr.edu/titleix](http://ualr.edu/titleix).

Online training modules on preventing sexual harassment and violence are available for all faculty, staff, students and student employees. To learn more, visit [ualr.edu/titleix](http://ualr.edu/titleix) or contact the Office of Title IX.

If you are ever unsure of what to do about a disclosure or an allegation of sexual or gender-based misconduct, contact Title IX at 501-916-5716, [titleix@ualr.edu](mailto:titleix@ualr.edu), or stop by the Department of Human Resources.