

Reporting Responsibilities

MANDATORY REPORTERS

Child abuse and neglect

Are you a mandatory reporter?

All University personnel are mandatory reporters, including faculty, staff, undergraduate and graduate student employees, graduate students with teaching responsibilities, postdoctoral fellows, researchers, volunteers, independent contractors, and third-party operators participating in covered programs.

What are your responsibilities?

Mandatory reporters are required to call the Illinois Department of Children and Family Services hotline when they have reasonable cause to believe that *a minor known to them in their professional or official capacity may be abused or neglected*.

How do you report?

- In an emergency, call 911.
- In nonemergency situations, call the Illinois DCFS hotline at 800-25-ABUSE.
- In addition, email the University Compliance Office at university.compliance@northwestern.edu.

Applicable Northwestern policy
Minors at Northwestern

CAMPUS SECURITY AUTHORITIES (CSA)

Clery crimes

Are you a campus security authority?

CSAs include individuals with significant responsibility for student and campus activities. Examples at Northwestern include the dean of students, associate and assistant deans of students, Title IX and deputy Title IX coordinators, director and assistant directors of student conduct, athletic coaches, the director of fraternity and sorority life, the executive director of campus life, and staff in residential services, the student organizations and activities office, and the leadership and community engagement office.

What are your responsibilities?

- CSAs must report any allegation of a Clery-reportable crime committed within act-specified geography.
- Clery Act crimes include criminal homicide, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor

vehicle theft, arson, liquor and drug crimes, illegal weapons, hate crimes, domestic violence, dating violence, and stalking.

- Clery geography includes campus property, public property within or immediately adjacent to and accessible from the campus, and noncampus buildings and property owned or controlled by the institution.

How do you report?

The online CSA Crime Report Form must be completed at northwestern.edu/up/how-to-report/crimes/crime-report-form.html.

For further information

Clery Program manager
CleryCoordinator@northwestern.edu

RESPONSIBLE EMPLOYEES

Sexual misconduct, discrimination, and harassment

Are you a responsible employee?

All University employees (including student employees) and graduate students with teaching or supervisory authority are **responsible employees for sexual misconduct, discrimination, and harassment**. Failure to fulfill this reporting obligation will be referred to the appropriate office for corrective action. *Note that the reporting obligation does not require a person experiencing harm to report the incident.*

What are your responsibilities?

- **Responsible employees** are required to report all allegations of sexual misconduct (including sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and sexual harassment), discrimination based on a protected category, and harassment based on a protected category to the Office of Equity. **Responsible employees** cannot guarantee confidentiality but can promise privacy. The Office of Equity will contact and provide support, resources, and information to the

person who may have experienced misconduct.

- Those receiving outreach can choose whether or not to engage with the Office of Equity. They may request supportive measures even if they do not choose to participate in the University's complaint resolution process.

How do you report?

For **sexual misconduct**, the online Sexual Misconduct Reporting Form must be completed at bit.ly/NUReportSexualMisconduct. For **discrimination and harassment**, the online Discrimination and Harassment Reporting Form must be completed at bit.ly/NUReportDiscrimination.

For further information

Office of Equity
847-467-6165
equity@northwestern.edu

Applicable Northwestern policies

Policy on Institutional Equity; Interim Policy on Title IX Sexual Harassment

Confidential Resources

Resources are available for those wishing to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement and the University, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the person or to others, or where federal or state law requires disclosure. Confidential resources can provide those affected by sexual misconduct with information about support services and other options.

FOR STUDENTS

Center for Awareness, Response, and Education (CARE)

847-491-2054
care@northwestern.edu
northwestern.edu/care

Counseling and Psychological Services (CAPS)

847-491-2151 (24 hours)
northwestern.edu/counseling

Religious and Spiritual Life

847-491-7256
spiritual.life@northwestern.edu
northwestern.edu/religious-life

FOR FACULTY

Faculty Wellness Program

312-695-2323
rcarroll@nm.org
northwestern.edu/provost/faculty-resources/work-life/faculty-wellness.html

FOR FACULTY AND STAFF

Employee Assistance Program

855-547-1851 (24 hours)
northwestern.edu/hr/benefits/well-being/programs/employee-assistance-program

For additional confidential resources, including medical services, please see northwestern.edu/equity.