

# Faculty and Staff Reporting Options and Resources

For Complaints about Sexual Misconduct, Discrimination, Harassment, and Violence

[rochester.edu/sexualmisconduct](http://rochester.edu/sexualmisconduct)

**CONFIDENTIAL MEDICAL RESOURCES**

**University Health Service**  
585-273-2622  
[rochester.edu/uhs](http://rochester.edu/uhs)

**Strong Memorial Hospital <sup>1,2</sup>**  
585-271-2100  
[urmc.rochester.edu](http://urmc.rochester.edu)

**Rochester General Hospital <sup>2</sup>**  
585-922-4000  
[rochesterregional.org](http://rochesterregional.org)

**Trillium Health <sup>1</sup>**  
585-545-7200  
[trilliumhealth.org](http://trilliumhealth.org)

**FACULTY AND STAFF REPORTING**

By reporting, you can inform the University of the incident, access support and accommodations, and/or pursue an investigation and disciplinary process. Faculty and staff reporting discrimination and harassment based on a protected class fall under the University's Policy Against Discrimination and Harassment, or Policy 106.

**PRIVATE REPORTING RESOURCES**

You can report to law enforcement by calling 911. On campus you can also make a formal report under Policy 106 to

- Your department chair, dean, director, or immediate supervisor
- Office of Human Resources:  
River Campus: 585-275-8747  
Medical Center: 585-276-6817
- Equal Opportunity Compliance Office:  
585-275-2200
- Office of the Intercessor: 585-275-9125
- Office of Counsel: 585-273-2167
- Public Safety: 585-275-3333

Individuals in these offices will maintain your privacy to the greatest extent possible but are not confidential resources.

**EXPLORE YOUR OPTIONS**

University of Rochester resources can help you explore reporting options and access support and accommodations.

**Confidential resources** will not report or share information without your consent.

**Private resources** will maintain your privacy to the greatest extent possible, but are not confidential.

Both confidential and private resources must act to address any immediate threats to community health or safety.

**CONFIDENTIAL RESOURCES**

**ON CAMPUS**

**University Counseling Center**  
585-275-3113  
[rochester.edu/uhs/ucc](http://rochester.edu/uhs/ucc)

**University Chaplains**  
585-275-4321  
[rochester.edu/chapel/communities](http://rochester.edu/chapel/communities)

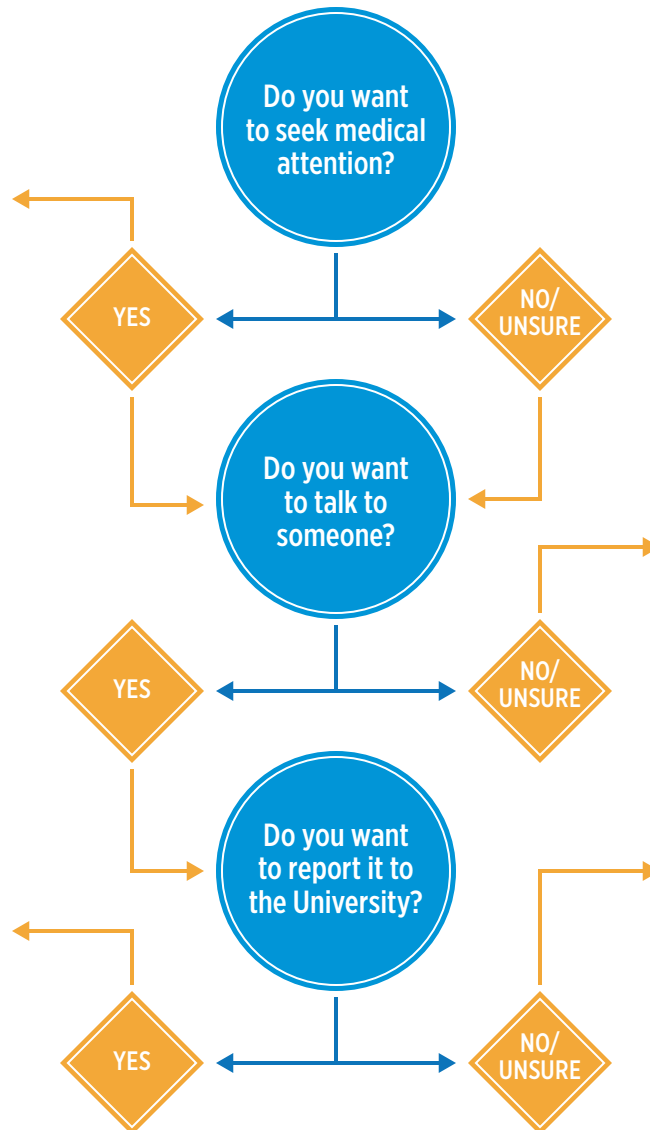
**Employee Assistance Program (EAP)**  
585-475-0432  
[urmc.rochester.edu/eap](http://urmc.rochester.edu/eap)

**OFF CAMPUS**

**RESTORE Sexual Assault Services**  
585-546-2777  
[restoresas.org](http://restoresas.org)

**Willow Domestic Violence Center**  
585-222-7233  
[willowcenterny.org](http://willowcenterny.org)

**National**  
RAINN (Rape & Incest National Network)  
24-hour hotline: 800-656-4673



<sup>1</sup> Resource has specially trained LGBTQ-focused staff and support services.

<sup>2</sup> Resource has specially trained Sexual Assault Nurse Examiners (SANE) on staff.

The University of Rochester is committed to the health and safety of every community member and to creating a respectful and inclusive environment.



# Policy 106 Complaint Process

Against a Non-Student

[rochester.edu/sexualmisconduct](http://rochester.edu/sexualmisconduct)

## Formal Investigation

A formal investigation can arise from either a verbal or written complaint. The University will attempt to complete the investigation within 30 to 45 days. *Please note:* If your complaint involves sexual assault, stalking, or dating or intimate partner violence, you have the right to have a support person present when speaking with anyone at the University regarding your complaint.

When the investigation is complete, a written report is sent to the adjudicator of your complaint. A list of these decision makers can be found in Policy 106, Appendix B.

Within 15 business days of receiving the report, the adjudicator determines whether a violation of Policy 106 has been established and sends a written determination to you (the complainant), the respondent, and appropriate administrative personnel. It includes a summary of the findings and describes any corrective action to be taken.

The complainant and respondent may also make appointments to view a copy of the investigator's written report but may not take a copy with them.

Either party can appeal this decision within 15 business days.

## Informal Resolution

The option to seek an informal resolution is always open to you. If it is unsuccessful, you have the option to seek a formal investigation.

Informal resolutions can take many forms. You may choose to

- Directly confront the person who is the source of unwelcome behavior. This can be done either in person or in writing, letting the individual know that the behavior is unwelcome and must stop.
- Engage a third party—such as a supervisor, department chair, dean, HR Business Partner, or the Intercessor—to address the conduct with the source of the unwanted behavior.
- Participate in a conflict resolution process with the University Intercessor.

Whatever method of informal resolution you choose to pursue, the goal for the University is identical to that of a formal investigation—to stop the unwanted behavior and to take steps to address your concerns. Under Policy 106, all efforts at informal resolution need to be reported to the Office of Counsel so they have a record of the effort and any follow-up measures taken.

## CONFIDENTIALITY

An allegation of harassment, discrimination, or retaliation brought to the attention of the University will be discreetly addressed. The University will do its best to keep information about persons reporting and persons against whom reports are made as private as possible, but confidentiality cannot be guaranteed. The investigation of complaints may require disclosure to the respondent and to witnesses for the purposes of gathering relevant information.

Disclosure is limited to individuals involved in investigating and adjudicating complaints, those responsible for follow-up actions in response to a report or investigation, and administrative personnel who need to be informed.

If there is a judiciary proceeding outside the University, such as a court trial, the University may need to share information related to the investigation, including the identity of witnesses, with outside officials.

## PROTECTION FROM RETALIATION

Retaliation is illegal and will not be tolerated. The University prohibits retaliation against any person who complains of or opposes perceived unlawful discrimination or harassment, including those who participate in any investigation or proceeding involving a claim based on a protected class.

Retaliation violates Policy 106, and allegations of retaliation should be reported and will be investigated.

## Questions?

Questions about Policy 106 can be directed to the Office of Human Resources, the Office of the Intercessor, the Office of Counsel, or the Title IX Coordinator.

This document highlights aspects of the Policy 106. However, the policy itself provides greater detail and can be read in full online as a PDF and can be printed.

The full text of Policy 106 can be found here:

[rochester.edu/working/hr/policies/pdfpolicies/106.pdf](http://rochester.edu/working/hr/policies/pdfpolicies/106.pdf)