Support and Reporting Options for Faculty and Staff

If you have experienced discrimination or harassment, including sexual misconduct and sexual violence, there are several resources you can turn to for support.

CONFIDENTIAL

University Health Service
585-273-2622
738 Library Rd., 1st Fl.
Speak with a clinician, who can offer options, explain time-sensitive medical responses, and assist you in accessing medical care for injuries, pregnancy prevention, STD prevention, and/or collection of forensic evidence.

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.

REPORTING RESOURCES

Complaints under Policy 106 may be made 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.

OPTIONS FOR REPORTING

- Verbal complaint to any of the above offices
- Written report
- Anonymous or third-party reporting

EXPLORE YOUR OPTIONS

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

Confidential resources will not share information without your permission.

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

CONFIDENTIAL RESOURCES

ON CAMPUS

University Counseling Center
585-275-3113
rochester.edu/uhs/ucc

University Chaplains
585-275-4321
rochester.edu/chapel/communities

Employee Assistance Program (EAP)
585-475-0432
urmc.rochester.edu/eap

OFF CAMPUS

RESTORE Sexual Assault Services
585-546-2777
restoresas.org

RESTORE holds office hours on campus Tuesday–Wednesday, 9 a.m.–2 p.m. in Taylor Hall, Rm. 01

Willow Domestic Violence Center
585-222-7233
willowcenterny.org

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

International
Sexual Assault Support and Help for Americans Abroad: 1-866-879-6636

Sexual misconduct, including sexual harassment, sexual assault, relationship violence, and stalking, is prohibited and will not be tolerated. Rochester is committed to the health and safety of every member of our community, and to creating a respectful environment.
**CONFIDENTIALITY**

An allegation of harassment, discrimination, or retaliation brought to the attention of the University will be discretely 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.

If there is a proceeding outside of the University, such as a lawsuit or a complaint to a state or federal agency, the University may be required to share documents or information related to the investigation, including the identity of witnesses, with outside officials, or parties to the lawsuit.

**PROTECTION FROM RETALIATION**

Retaliation is illegal and will not be tolerated. The University prohibits retaliation against any person who complains of or oppose 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.

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**Formal Investigation**

A formal investigation can arise from either a verbal or written complaint. If the University initiates a formal investigation, individuals with relevant information will be interviewed. 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 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 an appointment to view a copy of the investigator’s written report.

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 the 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.

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**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](rochester.edu/working/hr/policies/pdfpolicies/106.pdf)

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