

**Mandatory Reporting Requirements for  
Academic and Administrative Officers (AAOs)<sup>1</sup>  
Under the UI Policy on Sexual Harassment  
(Rev. August 2020)**

	<b>Status of Reported Impacted Party</b>	
	<b>If Student</b>	<b>If Staff or Faculty</b>
<b>Obligations of AAOs who learn of possible sexual harassment</b> (including allegations of unwelcomed sexual behavior)	<ul style="list-style-type: none"> <li>• <b>Inform</b> the impacted party of Rape Victim Advocacy Program’s (RVAP) services or Domestic Violence Intervention Program (DVIP) including certified victim advocates.</li> <li>• <b>Refer</b> the impacted party to the Office of the Sexual Misconduct Response Coordinator (OSMRC).</li> <li>• <b>Notify</b> the Office of the Sexual Misconduct Response Coordinator (OSMRC) yourself <u>within two business days</u>.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform</b> the impacted party of RVAP or DVIP services, including certified victim advocates.</li> <li>• <b>Notify</b> the Office of the Sexual Misconduct Response Coordinator (OSMRC) <u>within two business days</u> <b>AND</b> your unit’s Senior HR Leadership Representative.</li> </ul>

**Contact Information:**

- **Rape Victim Advocacy Program (RVAP):** (319) 335-6000  
Web: <https://rvap.uiowa.edu>
- **Domestic Violence Intervention Program:** (319) 351-1042 web: [www.dvpiowa.org](http://www.dvpiowa.org)
- **Office of the Sexual Misconduct Response Coordinator (OSMRC):** (319) 335-6200 Web: <http://osmrc.uiowa.edu/>
- **Office of Equal Opportunity and Diversity (EOD):** (319) 335-0705; (319) 335-0697 (TDD) Web: <http://diversity.uiowa.edu/eod>
- **Senior HR Leadership Representative:** Check with your Dean/VP’s office for name of representative, or see: <http://hr.uiowa.edu/administrative-services/senior-hr-leadership-council>

<sup>1</sup> Senior Human Resources Representatives and designated Associate Deans for Faculty have additional duties to respond to reports of alleged sexual harassment, as outlined in the UI Policy on Sexual Harassment, Section 4.5 (c)

### Confidential Resources:

- **Rape Victim Advocacy Program (RVAP):** (319) 335-6000  
Web: <https://rvap.uiowa.edu> **phone answered 24 hr/day**
- **Office of the Ombudsperson:** (319) 335-3608  
Web: <http://www.uiowa.edu/ombuds/>
- **Faculty and Staff Services/ Employee Assistance Program (for employees):** (319) 335-2085  
Web: <http://hr.uiowa.edu/fsseap>
- **University Counseling Service (for students):** (319) 335-7294  
Web: <https://counseling.studentlife.uiowa.edu/>
- **Women's Resources and Action Center (WRAC):** (319) 335-1486  
Web: <http://wrac.uiowa.edu/>
- **Domestic Violence Intervention Program (DVIP):** (319) 351-1042  
Web: <http://www.dviuiowa.org/> **24 hr hotline: (800) 373-1043**

### Community Confidential Resources:

- **Monsoon United Asian Women of Iowa** (319) 538-5207  
Web: <http://muawi.org>
- **Nissa African Family Services** (319) 333-2452  
Web: <http://nisaa-afs.org> **24 hr helpline: Web: (866) 881-4641**
- **Transformative Healing** (319) 389-8430
- **CommUnity Crisis Services** (319) 351-0140  
Web: <https://builtbycommunity.org/>

### Policy Links:

- **UI Policy on Sexual Harassment:**  
Web: <http://opsmanual.uiowa.edu/community-policies/sexual-harassment>
- **UI Policy on Sexual Misconduct Involving Students:**  
Web: <http://opsmanual.uiowa.edu/students/sexual-misconduct-datingdomestic-violence-orstalking-involving-students>
- **UI Policy on Consensual Relationships Involving Students:**  
Web: <http://opsmanual.uiowa.edu/community-policies/consensual-relationships-involvingstudents>

### Additional Campus Resources (non-confidential):

- **Human Resources Organizational Effectiveness:**
  - **Behavior Risk Management Team:** (319) 335-2085  
Web: <http://hr.uiowa.edu/tat/behavior-risk-management>
  - **Threat Assessment Team:** (319) 384-2955  
Web: <http://hr.uiowa.edu/tat>
- **Office of the Dean of Students:** (319) 335-1162  
Web: <http://dos.uiowa.edu/>
- **UI Police Department:** (319) 335-5022 (non-emergencies)  
Web: <http://police.uiowa.edu/> 911 (for emergencies only)
- **Office of the Provost:** (319) 335-3565  
Web: <http://provost.uiowa.edu>

Document prepared by the Office of Equal Opportunity & Diversity and the Office of the Provost