

VASSAR

MANDATORY REPORTER ANNUAL NOTICE

Overview

All Vassar College faculty, administrators, and staff, except those designated as Confidential Employees, are considered Mandated Reporters and are required to promptly report all known or suspected incidents of:¹

- Child abuse or neglect
- Discrimination or discriminatory harassment based on a protected characteristic
- Sex-based harassment
- Sexual violence (including sexual assault, dating/domestic violence, and stalking)
- Retaliation: Adverse treatment (e.g., intimidation, exclusion, or negative actions) because an individual reported misconduct, participated in an investigation, or supported someone else.

Mandatory reporting helps connect individuals to support and allows the College to respond appropriately. Reporting promptly and thoughtfully supports a campus culture of safety, fairness, and respect. Mandatory Reporters are not responsible for deciding whether the behavior violates College policy or whether misconduct occurred; those decisions are made by the Office for Institutional Equity.

Confidential Employees

Confidential employees on campus serve as confidential resources and ***are not required to report*** incidents of discrimination, harassment, or sexual misconduct to the Office for Institutional Equity. These include staff in Counseling Services, Health Services, Care Coordination, and the CARE Office (Advocacy, Resources, and Education); the Support, Advocacy, & Violence Prevention Office (SAVP) and SAVP Advocates; Religious, Spiritual Life and Contemplative Practices (RSLCP) professional

¹ Federal laws including the Clery Act as amended by the Violence Against Women Reauthorization Act of 2013, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972, along with New York State laws including the New York State Human Rights Law and the Enough Is Enough law, establish employee responsibilities to report and respond to discrimination, harassment, and sexual misconduct. While each law serves a distinct purpose, all are intended to protect members of the campus community, visitors, and guests. These obligations form the basis of the mandatory reporter role.

staff, affiliated religious and spiritual advisors, and members of the clergy; and the Director for Restorative Practices for Engaged Pluralism.

All of the above-listed employees and resources will maintain confidentiality, except in limited circumstances involving an immediate threat to safety or suspected abuse of a minor.

How to Report Child Abuse

Any employee or volunteer for Vassar College who witnesses or has reasonable cause to suspect any sexual abuse or mistreatment of a child occurring on college property or while off campus during official college business or at Vassar-sponsored event, program, or activity should immediately report the concern by calling New York State Central Registry (Child Abuse Reporting Hotline) and Campus Safety Services. For more information, go to:

<https://offices.vassar.edu/institutional-equity/policies/protection-of-minors-policy/>

How to Report Discrimination, Harassment, or Sexual Misconduct

- **Report promptly:** Submit reports online to the Office of Institutional Equity as soon as possible, ideally within 24 to 36 hours of receiving the information.
 - go.vassar.edu/report-discrimination
 - go.vassar.edu/report-sexualmisconduct
- **Report all relevant details:** Include all known information, whether you directly observed the incident or it was disclosed to you.
- **Report regardless of confidentiality requests:** You must report even if the individual asks that the information not be shared.
- **Reports may not be submitted anonymously:** Mandatory Reporters may not submit anonymous reports and must include their name, contact information, and all known details when submitting a report.
- **Reporting your own experience:** If you are a Mandated Reporter and the target of misconduct, you are not required to report your own experience, though you are encouraged to seek support and report if you choose. If you are a Mandated Reporter who has engaged in misconduct, you are still required to report the incident.

Exceptions to Mandatory Reporting

1. **Students:** Students, including student employees are not considered Mandated Reporters.
2. **Public Awareness Events:** Non-confidential College employees are not required to make mandated reports when disclosures of sexual assault, dating or domestic violence, or stalking occur during public awareness events, such as “Take Back the Night” marches, speak-outs, or similar forums focused on raising awareness about sexual violence.
3. **IRB-Approved Human Subjects Research:** Faculty conducting Institutional Review Board (IRB) approved human-subjects research studies focused on gathering information about sex discrimination and sexual violence are exempted from reporting obligations.
 - a. The confidential status applies only to information received during the study.
 - b. If a disclosure is made in an IRB study that is not designed to gather information about sex discrimination or other forms of sexual misconduct, it must be reported to the Assistant Vice President for Institutional Equity and Title IX Coordinator.
 - c. Researchers will also be required to include specific language in the consent form and provide participants with additional information about reporting and support resources on campus.

What Happens After a Report Has Been Submitted?

The Office for Institutional Equity will acknowledge receipt of the report. Follow-up information provided to the Mandated Reporter regarding the College’s response may be limited due to privacy and confidentiality requirements.

A member of the Institutional Equity Team will also contact the Vassar student, faculty member, administrator, or staff member identified as the target of the reported behavior. This outreach typically occurs within 1 to 2 business days. The outreach email will include:

- An invitation to meet with the Office for Institutional Equity
- Information about supportive measures
- Options for resolution
- The individual’s rights under College policy
- Available campus and community resources

The individual will receive this outreach regardless of any stated preference not to be contacted. However, meeting with the Office for Institutional Equity is entirely voluntary. Individuals may choose whether and when to engage, and requesting supportive measures does not require filing a formal complaint or participating in a College investigation or resolution process.