

February 10, 2010

MEMORANDUM

To: All University Employees

From: Paul M. Deluca, Jr., Provost and Vice Chancellor for Academic Affairs

Re: I. Mandatory Sexual Assault Reporting
II. Sexual Harassment/Consensual Relationships Information

The University of Wisconsin-Madison strongly supports efforts to create a safe and positive campus climate for people to work and study. I ask that you take a few minutes to review this information.

Becoming familiar with the resources described here will help you respond compassionately and effectively if you are approached by a student or fellow employee who experiences sexual harassment, dating or domestic violence, stalking, or sexual assault. This letter also describes your obligation to report sexual assault in accordance with campus policy and state law.

I. Mandatory Sexual Assault Reporting

One important way we measure progress toward our goal of creating a safe and positive environment for work and study is to record and report incidents of sexual assault. Wisconsin law (Chapter 36.11(22), Wisconsin Statutes) requires that UW-Madison report annually to UW System Administration the number of sexual assaults that occurred on campus and in certain surrounding areas. For UW-Madison to comply with state law, we need the cooperation of all university employees.

University Health Services and EVOC (End Violence on Campus) campus and community partner offices <http://tiny.cc/pXV1U> have published a source guide: Information for Faculty, Staff, and TAs: Sexual Assault, Dating Violence, and Stalking (www.uhs.wisc.edu/docs/Faculty%20TA%20resource%20guide%20FINAL%20in%20FGB.pdf)
The guide outlines steps to take if an individual discloses his or her experience to you.

If you witness or receive a first-hand report of a sexual assault on the UW-Madison campus or in the immediate surrounding area, Wisconsin law requires that you report the sexual assault to university officials, specifically the Office for Equity and Diversity or Offices of the Dean of Students. This report is *not* the same as filing a criminal report. Disclosing the victim's name is not required as part of this report.

The Office for Equity and Diversity (OED) has been designated to receive and record *employee* reports of sexual assault:

Room 179A Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706
Telephone: 608-263-2378
FAX: 608-263-5562
Wisconsin Telecommunications Relay Service, 7-1-1

The Offices of the Dean of Students (ODOS) have been designated to receive and record *student* reports of sexual assault:

75 Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706
Telephone: 608-263-5700

The Office for Equity and Diversity and the Offices of the Dean of Students collaborate to provide a comprehensive report annually to UW-System. UW-Madison relies on reports from employees, students and other members of the university community to support victims of these crimes and meet its legal obligations.

Information about campus crime and other safety information can be found at the Safety Information website (<http://students.wisc.edu/faculty/safety.htm>) maintained by the Offices of the Dean of Students.

Please contact the Office for Equity and Diversity or the Dean of Students if you have any questions about these reporting requirements.

II. Sexual Harassment/Consensual Relationships Information

The Sexual Harassment Information and Resources Project is an ongoing, comprehensive initiative to heighten campus awareness about sexual harassment and consensual relationship issues and to increase our effectiveness in addressing these important campus concerns. At information sessions available to any campus unit, we offer information about the law, university policies and campus resources, and provide advice on how to respond compassionately and effectively. Informational session attendance is required for all faculty and staff with Limited Appointment titles.

Our Sexual Harassment Information & Resources web site (www.oed.wisc.edu/sexualharassment/) and companion brochure, *Sexual Harassment: Defining and Addressing a Community Concern*, explain the University of Wisconsin-Madison's policies on sexual harassment and consensual romantic or sexual relationships. They provide information and guidance on what to do if an individual is harassed, accused of harassment, or contacted by someone who believes he or she has been harassed. In addition, they highlight responsibilities of individuals in positions of authority (principal investigators, supervisors, managers, department chairs, directors, and deans). Both web and print materials include additional information about campus safety, sexual assault reporting requirements, and resources for preventing and responding to sexual assault.

The University of Wisconsin-Madison is committed to prevention and will take prompt and appropriate action whenever it learns that sexual harassment has occurred. You are encouraged to report incidents or concerns to your supervisor, manager, department chair, director, or dean for appropriate action and resolution. Sexual harassment (and other prohibited harassment or discrimination) also may be reported to the Office for Equity & Diversity, or to campus administrative offices identified in our Sexual Harassment Information and Resources website and brochure. You may contact any resource for information and assistance.

Please address questions about this campus-wide sexual harassment information and resources project to Luis Piñero, Assistant Vice Provost for Workforce Equity and Diversity/Director, Office for Equity and Diversity, lapinero@vc.wisc.edu, 263-2378.

If you wish to schedule a sexual harassment information session for your unit, please contact Pat Carol, in the Office of the Provost, at plcarol@wisc.edu or 262-5246.