

## UTRGV Responsible Employees

All employees are UTRGV Responsible Employees, except those with certain confidentiality privileges (as defined within ADM 03-300)<sup>1</sup>.

UTRGV Responsible Employees must promptly report incidents of, and information reasonably believed to constitute sexual misconduct to the Office of Title IX & Equal Opportunity (OTIXEO). UTRGV Responsible Employees must report all known information and should include whether a victim has expressed a desire for confidentiality.

### Taking Action as a Responsible Employee

At the time you receive a report of an incident of sexual misconduct, take the following actions:

**Step 1: Inform**

When someone discloses, they experienced sexual abuse, inform the person that you cannot keep the disclosure private. Let them know you must inform OTIXEO as a mandatory reporter. If the outcry involves an emergency situation, call campus police at (956) 882-4911 or 911.

**Step 2: Support**

Provide the person making the outcry with the following information as applicable:

**a) Office for Advocacy & Violence Prevention** (Resource for UTRGV students, staff, and faculty)

Provides confidential assistance, including advocacy & licensed counseling, to victims/survivors of sexual assault, dating violence, domestic violence, stalking, sexual harassment, and any type of violence or crime. Advocates explain rights, assist with locating medical, psychological, and legal resources on and off campus, and help victims/survivors with appropriate accommodations for their unique situations.

**OAVP@utrgv.edu**

**EMASS 3.160**

**(956) 665-8287**

**b) Counseling Center** (Resource for UTRGV students)

Provides free and confidential counseling services for UTRGV students to address mental health concerns and seeks to promote personal growth and well-being among our campus community through education and outreach activities.

**[Counseling@utrgv.edu](mailto:Counseling@utrgv.edu)**

**Monday – Friday, 8 a.m.- 5p.m**

**University Center 109; (956) 665-2574**

**Cortez Hall 237; (956) 882-7641**

**c) UT Employee Assistance Program** (Resource for UTRGV staff)

Provides employees confidential counseling, resources, and referral services such as but not limited to finance, family counseling, and legal advice.

**(800) 346-3549 24/7/365 via telephone**

**Step 3: Report**

Submit a report to the Office of Title IX & Equal Opportunity (OTIXEO) using the [OTIXEO Report It](#) form.

<sup>1</sup>In accordance with the University of Texas System model policy and UTRGV ADM 03-300.