Guide for reporting inappropriate behavior or behavior of concern

In conjunction with developing a departmental Code of Conduct, the Department offers this guidance on options for seeking help with conduct concerns. There are four sections: options for *graduate students and post-doctoral fellows*, for *staff*, for *faculty*, and for *reporting for someone else*.

The order in which items are presented in this document is <u>not</u> intended to indicate a preference or priority scheme.

For general questions about "Is this something I should report?" and/or "Where is the best place to go?" -- Ombuds services are generally the best first options. These exist within the department, with Graduate School, and at the University level with the faculty ombuds. These ombuds services are confidential, except in instances of mandatory reporting obligations.

Mandatory reporting is noted multiple times in the "Things to be aware of" column. Mandatory reporting refers to the obligation to report violations of Title IX (sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program) or violations of the University's Anti-harassment policy. Further information about mandatory reporting is in the footnote of this document.

<u>Sources for information in this guide</u>: indicated websites and correspondence/conversations with people working these various entities. Should you wish further information about any particular entity, please reach out to them via the contact information available on their website or provided here.

If you are	Entity to report to	Typical time to	Next step after report	Subsequent steps in	Matters related	Things to be aware
a		respond to		process	to protection for	of
		initial report			person reporting	
Graduate	Graduate school ombuds	Aim is to	Depends on nature of	Ombuds may refer	Can be a	Mandatory reporting
student	https://www.purdue.edu/gradschool/studen	respond within	the report	you to other	confidential	obligations ¹
or post-	t/oga/ombuds.html	24-48 business		resources.	consultation,	
doctoral		hours (on	"Detrimental or		except in	Certain reports may
fellow	Can help with any issue related to graduate	occasion, more	Questionable		instances of	be referred and
	education and research training. Examples	time may pass	Graduate Mentoring		mandatory	handled by other
	include relationships with major professors,	before a	Practices" will be		reporting	entities.
	questionable mentoring practices,	response)	followed up on by		obligations	
	conditions associated with graduate staff		appropriate member			The Graduate School
	appointments, academic difficulties, and		of Graduate School			Ombuds does not file
	concerns about research conduct.					formal complaints or
			Alleged research			keep formal records
	NOTE: The Grad School advises that if a		misconduct will be			of visits.
	student wants to be anonymous, then the		reported to the			
	<u>Purdue Hotline Report</u> (see below) would be		Research Integrity			
	the best option.		Office or the Office of			
			the Executive Vice			
			President for Research			
			and Partnerships.			



Departmental ombuds • faculty members Chris Sahley (sahley@purdue.edu) and Henry Chang (hcchang@purdue.edu) • graduate student Becca Trapp (rtrapp@purdue.edu) • post-doc Kara Fu (fu65@purdue.edu)	Depends on mode of contact and person's schedule	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
Faculty ombuds https://www.purdue.edu/provost/faculty/re sources/meetOmbudsperson.html Although primarily for faculty, the Faculty Ombudsperson has been approached by graduate students and staff members (although not often), and can be a potential "go-to" for anyone at the University.	Typically within 24 hours	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
Purdue Hotline report www.purdue.edu/hotline/ This hotline exists for reporting concerns anonymously about unethical or illegal behavior, in more than 40 categories (e.g., inappropriate communication, sexual harassment, research/academic misconduct). This is the University's option for online + anonymous reporting. Reporting by phone is also possible. The Hotline is overseen by the Internal Audit Office, which operates largely by referring the report to the appropriate office on campus to handle the report.	Referral to appropriate area is made as soon as possible during business hours. After a report is referred, the timing is dependent on that area receiving the referral.	Depending on the nature of the situation, these areas	HR, Grad School, or other office contacted would contact appropriate parties for information gathering	Can report anonymously You will receive a confirmation number. This number will allow you to check the status of your report, and also allows Purdue administrators the opportunity to ask you questions or request additional information from you, if necessary.	



Office of Institutional Equity (OIE), including: OIE handles a range of complaints and reports, including: harassment discrimination Title IX violation allegations Title IX includes sexual assault, stalking, sexual harassment, relationship violence sexual violence, and sexual exploitation when it occurs on campus or in connecti with a domestic University program. More information on Title IX, including requests for anonymity, is here: https://www.purdue.edu/ethics/resourcitleIX-complaints.php OIE handles incident reports and also for complaints, and has formal and informal resolution processes.	respond within 24-48 business hours, but on occasion more time may pass. Once a formal complaint is received, a University Investigator will be appointed within ten calendar days	Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation). Complaint Resolution process is outlined at: https://www.purdue.edu/oie/Office%20of%20Institutional%20Equity/investigations.php	Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).	Can report anonymously Be advised that complaint will be shared with the person being reported (which may impact the details the person reporting chooses to put in an anonymous report). The University will honor the Complainant's request for anonymity to the extent possible based on a careful balancing of the request with any legal reporting requirements, the risk of harm to any individual, and the University's duty to maintain a safe	mandatory reporting obligations ¹ Be aware of the differences between a report incident and a formal complaint. A formal complaint initiates an investigation.
				and non- discriminatory environment.	
Center for Advocacy, Response, and Education (CARE) – for "confidential sup	Most requests port are handled in	Variety of services and resources offered –	Actionable next steps depend on nature of	Confidential - recommended as	CARE is a Campus Security Authority
and advocacy for survivors of sexual	24-48 hours.	"CARE provides	the report	a good first place	(CSA), and in this
violence, dating violence, and stalking."	24-40 Hours.	confidential support	the report	to go for matters	capacity provides
violence, dating violence, and staiking.	Phone number	and advocacy for	Can help with	related to power-	information to
	for crisis after-	survivors of sexual	protective orders.	related to power-	campus security, but
	Tor crisis after-	Sul VIVOIS OI SEXUAI	protective orders.		campus security, but



Because CARE is confidential, CARE is recommended as a good first place to go for matters related to power-based personal violence, and as able to advise on rights, options, resources. Click on "confidential resources" at https://www.purdue.edu/harassment/harassment/campus.php 765-495-CARE (2273) https://www.purdue.edu/odos/care/	hours report (staff are on call) "Report an incident" online form goes to OIE (see above)	focused and		based personal violence Online reporting form (available at https://www.purd ue.edu/odos/care /) can be completed anonymously, by withholding your name. You can check "Email me a copy of this report" for	does not give identifying information (i.e, reporter can be anonymous). Not obligated to do mandatory reporting; confidentiality is waived only in cases when someone is in imminent danger.
Counseling and Psychological Services (CAPS) Not so much a place to report, but a place to seek support 601 Stadium Mall Drive (in PUSH) PUSH, Room 224 and PSYC, Room 1120 Monday-Friday, 8 a.m5 p.m. 765-494-6995	Appt availability will vary	Not applicable	Not applicable	your records. Confidential	Not applicable

If you are a	Entity to report to	Typical time to respond to initial report	Next step after report	Subsequent steps in process	Matters related to protection for person reporting	Things to be aware of
Staff member	 Departmental ombuds: faculty members Chris Sahley (sahley@purdue.edu) and Henry Chang (hcchang@purdue.edu) graduate student Becca Trapp (rtrapp@purdue.edu) post-doc Kara Fu (fu65@purdue.edu) 	Depends on mode of contact and person's schedule	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
	HR Business Partner, Justine Sailors (justine@purdue.edu) Dedicated human resources representative for employees in the College of Science available for confidential consultation. Can be contacted directly for advice, counsel and/or referral to appropriate resources.	Typically within 24-48 hours	Confidential conversation between employee and HRBP. Next steps are dependent on the circumstances.	Actionable next steps depend on nature of the report	Report can be confidential, except for Title IX mandatory reporting obligations and/or personal health and safety of employee or others	mandatory reporting obligations ¹ Resolutions may be confidential, and not reported to the person who did the initial report.
	Faculty ombuds https://www.purdue.edu/provost/faculty/re sources/meetOmbudsperson.html Although primarily for faculty, the Faculty Ombudsperson has been approached by graduate students and staff members (although not often), and can be a potential "go-to" for anyone at the University.	Typically within 24 hours	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
	Supervisor	Depends on mode of contact and person's schedule	Depends on if consultation or request for referral/report Human Resources (HR) likely would be contacted for follow- up on the reported concern	HR contacts appropriate parties for information gathering HR may contact Department Head		mandatory reporting obligations ¹



Purdue Hotline report	Referral to	Response is typically a	HR, Grad School, or	Can report	Actionable next steps
www.purdue.edu/hotline/	appropriate	referral to another	other office contacted	anonymously	depend on nature of
	area is made as	area on campus.	would contact		the report
This hotline exists for reporting concerns	soon as possible	·	appropriate parties	You will receive a	
anonymously about unethical or illegal	during business	Depending on the	for information	confirmation	Resolutions may be
behavior, in more than 40 categories (e.g.,	hours.	nature of the	gathering	number. This	confidential, and not
inappropriate communication, sexual		situation, these areas		number will allow	reported to the
harassment, research/academic	After a report is	could be:		you to check the	person who did the
misconduct).	referred, the	 Human Resources 		status of your	initial report.
	timing is	(HR)		report and allows	
This is the University's option for <i>online +</i>	dependent on	 The Graduate 		Purdue	Ability of the area
anonymous reporting. Reporting by phone	that area	School		administrators the	doing follow-up
is also possible.	receiving the	 Office of the Dean 		opportunity to ask	respond to and act
	referral.	of Students		you questions or	on an anonymous
The Hotline is overseen by the Internal Audit		 Research Integrity 		request additional	report may be
Office, and operates largely by referring the		Office (e.g., for		information from	limited.
report to the appropriate office on campus		research		you, if necessary.	
to handle the report.		misconduct			
		allegations)			
Office of Institutional Equity (OIE), including		Actionable next steps	Actionable next steps	Can report	mandatory reporting
Title IX - www.purdue.edu/oie/index.php	respond within	depend on nature of	depend on nature of	anonymously	obligations ¹
	24-48 business	the report, including	the report, including		
OIE handles a range of complaints and	hours, but on	whether it is an	whether it is an	Be advised that	Be aware of the
reports, including:	occasion more	incident report, or a	incident report, or a	complaint will be	differences between
harassment	time may pass.	formal complaint	formal complaint	shared with the	a report incident and
discrimination		(which initiates a	(which initiates a	person being	a formal complaint.
Title IX violation allegations	Once a formal	formal investigation).	formal investigation).	reported (which	A formal complaint
Title IV in alcohol a second assemble at all in a	complaint is	Commission Description		may impact the	initiates an
Title IX includes sexual assault, stalking,	received, a	Complaint Resolution		details the person	investigation.
sexual harassment, relationship violence,	University	process is outlined at: https://www.purdue.e		reporting chooses	
sexual violence, and sexual exploitation	Investigator will be appointed	du/oie/Office%20of%2		to put in an anonymous	
when it occurs on campus or in connection with a domestic University program.	within ten	Olnstitutional%20Equit		report).	
More information on Title IX, including	calendar days	y/investigations.php		τεμυτι).	
requests for anonymity, is here:	calcilual days	y/ investigations.pmp			
https://www.purdue.edu/ethics/resources/t					
itleIX-complaints.php					
their complaints.prip					





		of this report" for	
		your records.	

If you are a	Entity to report to	Typical time to respond to initial report	Next step after report	Subsequent steps in process	Matters related to protection for person reporting	Things to be aware of
Faculty member	 Departmental ombuds: faculty members Chris Sahley (sahley@purdue.edu) and Henry Chang (hcchang@purdue.edu) graduate student Becca Trapp (rtrapp@purdue.edu) post-doc Kara Fu (fu65@purdue.edu) 	Depends on mode of contact and person's schedule, but typically within 24-48 hours	Depends on if consultation or request for referral or report	Ombuds may refer you to other resources		mandatory reporting obligations ¹
	Faculty ombuds https://www.purdue.edu/provost/faculty/re sources/meetOmbudsperson.html Listens to faculty concerns. Analyzes these concerns and explores with the faculty and administration options for resolving the concerns. (Your name will not be revealed unless you give your permission.) Provides information to faculty about policies and services. Facilitates dialogue between faculty and University offices and administrators. Applies common sense conflict resolution and conciliation methods to assist with the informal resolution of faculty concerns prior to the filing of a grievance. Recommends changes in policy and/or work procedures.		Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹

HR Business Partner, Justine Sailors (justine@purdue.edu) Dedicated human resources representative for employees in the College of Science available for confidential consultation. Can be contacted directly for advice, counsel and/or referral to appropriate resources.	Typically within 24-48 hours	Confidential conversation between employee and HRBP. Next steps are dependent on the circumstances.	Actionable next steps depend on nature of the report	Report can be confidential, except for Title IX mandatory reporting obligations and/or personal health and safety of employee or others	mandatory reporting obligations ¹ Resolutions may be confidential, and not reported to the person who did the initial report.
Purdue Hotline report www.purdue.edu/hotline/ This hotline exists for reporting concerns anonymously about unethical or illegal behavior, in more than 40 categories (e.g., inappropriate communication, sexual harassment, research/academic misconduct). This is the University's option for online + anonymous reporting. Reporting by phone is also possible. The Hotline is overseen by the Internal Audit Office, and operates largely by referring the report to the appropriate office on campus to handle the report.	Referral to appropriate area is made as soon as possible during business hours. After a report is referred, the timing is dependent on that area receiving the referral.	Response is typically a referral to another area on campus. Depending on the nature of the situation, these areas could be: Human Resources (HR) The Graduate School Office of the Dean of Students Research Integrity Office (e.g., for research misconduct allegations)	HR, Grad School, or other office contacted would contact appropriate parties for information gathering	Can report anonymously You will receive a confirmation number. This number will allow you to check the status of your report and allows Purdue administrators the opportunity to ask you questions or request additional information from you, if necessary.	Actionable next steps depend on nature of the report Resolutions may be confidential, and never reported to the person who did the initial report. Ability of the area doing follow-up respond to and act on an anonymous report may be limited.
Office of Institutional Equity (OIE), including Title IX - www.purdue.edu/oie/index.php OIE handles a range of complaints and reports, including: • harassment • discrimination • Title IX violation allegations	Aim is to respond within 24-48 business hours, but on occasion more time may pass. Once a formal complaint is received, a	Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).	Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).	Can report anonymously Be advised that complaint will be shared with the person being reported (which may impact the details the person	mandatory reporting obligations ¹ Be aware of the differences between a report incident and a formal complaint. A formal complaint initiates an investigation.



Title IX includes sexual assault, sta sexual harassment, relationship vides sexual violence, and sexual exploit when it occurs on campus or in cowith a domestic University program More information on Title IX, inclurequests for anonymity, is here: https://www.purdue.edu/ethics/ritleIX-complaints.php OIE handles incident reports and a complaints, and has formal and information processes.	olence, ation nnection m. ding esources/t lso formal	Complaint Resolution process is outlined at: https://www.purdue.e du/oie/Office%20of%2 Olnstitutional%20Equit y/investigations.php		reporting chooses to put in an anonymous report). The University will honor the Complainant's request for anonymity to the extent possible based on a careful balancing of the request with any legal reporting requirements, the risk of harm to any individual, and the University's duty to maintain a safe and non-discriminatory environment.	
Center for Advocacy, Response, a Education (CARE) – for "confident and advocacy for survivors of sexu violence, dating violence, and stall Because CARE is confidential, CARI recommended as a good first place matters related to power-based po violence, and as able to advise on options, resources. Click on "confidential resources" a https://www.purdue.edu/harassm sment/campus.php 765-495-CARE (2273)	al support are handled in 24-48 hours. Phone number for crisis afterhours report (staff are on call) "Report an incident" online	Variety of services and resources offered – "CARE provides confidential support and advocacy for survivors of sexual violence, dating violence, and stalking. CARE staff provide resources and direct services that are nonjudgmental, survivor-focused and empowering."	Actionable next steps depend on nature of the report Can help with protective orders.	Confidential - recommended as a good first place to go for matters related to power- based personal violence Online reporting form (available at https://www.purd ue.edu/odos/care /) can be completed anonymously, by	CARE is a Campus Security Authority (CSA), and in this capacity provides information to campus security, but does not give identifying information (i.e, reporter can be anonymous). Not obligated to do mandatory reporting; confidentiality is waived only in cases



https://www.purdue.edu/odos/d	are/		withholding your	when someone is in
			name.	imminent danger.

If you are a	Entity to report to	Typical time to respond to initial report	Next step after report	Subsequent steps in process	Matters related to protection for person reporting	Things to be aware of
Reporting for someone else	Purdue Hotline report www.purdue.edu/hotline/ This hotline exists for reporting concerns anonymously about unethical or illegal behavior, in more than 40 categories (e.g., inappropriate communication, sexual harassment, research/academic misconduct). This is the University's option for online + anonymous reporting. Reporting by phone is also possible. The Hotline is overseen by the Internal Audit Office, and operates largely by referring the report to the appropriate office on campus to handle the report.	Referral to appropriate area is made as soon as possible during business hours. After a report is referred, the timing is dependent on that area receiving the referral.	Response is typically a referral to another area on campus. Depending on the nature of the situation, these areas could be: • Human Resources (HR) • The Graduate School • Office of the Dean of Students • Research Integrity Office (e.g., for research misconduct allegations)	HR, Grad School, or other office contacted would contact appropriate parties for information gathering	Can report anonymously You will receive a confirmation number. This number will allow you to check the status of your report and allows Purdue administrators the opportunity to ask you questions or request additional information from you, if necessary.	Actionable next steps depend on nature of the report Resolutions may be confidential, and not reported to the person who did the initial report. Ability of the area doing follow-up respond to and act on an anonymous report may be limited.
	Faculty ombuds https://www.purdue.edu/provost/faculty/re sources/meetOmbudsperson.html Although primarily for faculty, the Faculty Ombudsperson has been approached by graduate students and staff members (although not often), and can be a potential "go-to" for anyone at the University.	Typically within 24 hours	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹

Office of Institutional Equity (OIE), including Title IX - www.purdue.edu/oie/index.php OIE handles a range of complaints and reports, including: • harassment • discrimination • Title IX violation allegations Title IX includes sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program. More information on Title IX, including requests for anonymity, is here: https://www.purdue.edu/ethics/resources/titleIX-complaints.php OIE handles incident reports and also formal complaints, and has formal and informal resolution processes.	Aim is to respond within 24-48 business hours, but on occasion more time may pass. Once a formal complaint is received, a University Investigator will be appointed within ten calendar days	Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation). Complaint Resolution process is outlined at: https://www.purdue.edu/oie/Office%20of%20Institutional%20Equity/investigations.php	Can report anonymously Be advised that complaint will be shared with the person being reported (which may impact the details the person reporting chooses to put in an anonymous report). The University will honor the Complainant's request for anonymity to the extent possible based on a careful balancing of the request with any legal reporting	mandatory reporting obligations ¹ Be aware of the differences between a report incident and a formal complaint. A formal complaint initiates an investigation.
·			based on a careful balancing of the request with any	

¹ Mandatory reporters are a range of individuals employed by the University, including University leadership (President, vice president, provost, dean, department head, director), employees in supervisory or management roles, and other staff who have authority and responsibility to initiate corrective



measures on behalf of the University. Mandatory reporting refers to the <u>obligation</u> to report instances of discrimination and harassment that are violations of Title IX (https://www.purdue.edu/titleix/) or the University's Anti-harassment policy (https://www.purdue.edu/policies/ethics/iiic1.html). Title IX includes sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program.

More information about mandatory reporting is here: https://www.purdue.edu/titleix/Title%20IX/mandatory reporters.php

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