

REPORTING TIPS

C E E O . U N M . E D U



OFFICE OF
COMPLIANCE, ETHICS
& EQUAL OPPORTUNITY



WHO IS A RESPONSIBLE EMPLOYEE?

All UNM Faculty and Staff, with the exception of those identified as confidential, are considered Responsible Employees under University Administrative Policies 2720 and 2740. This includes student employees and those holding assistantships, when they receive a disclosure while acting within their professional capacity.

Responsible Employees must notify CEEO within 24 hours of receiving a disclosure.

CONFIDENTIAL RESOURCES

CARS
Learning Environment Office
Director (SOM Learners)
LGBTQ Resource Center*
LoboRESPECT Advocacy Center*
Ombuds/Dispute Resolution for Graduate Students
Ombuds/Dispute Resolution Services for Faculty
Ombuds Services for Staff
SHAC
Vassar House*
Women's Resource Center*

*Provides student advocacy

REPORTABLE CONDUCT

Sexual Misconduct
Sexual Assault
Sexual Exploitation
Sexual Harassment
Quid Pro Quo
Dating Violence
Domestic Violence
Stalking
Sex Stereotyping
Gender/LGBTQ+ Discrimination
Pregnancy/Parenting Discrimination
Excessive Unwanted Attention
Unwanted Touching, Kissing, Hugging, Fondling
Blocking Movement
Online/Electronic/Social Media Harassment
Climate Issues
Retaliation

REPORTING EXCEPTIONS

The following are exceptions to reporting:
Disclosures made during awareness events, such as Take Back the Night
Disclosures made as part of an academic assignment or class discussion (this does not include after-class disclosures)

WAYS TO REPORT



Call CEEO at (505) 277-5251 or the UNM Compliance Hotline at (888) 899-6092



[CEE Online Reporting](#) or use the [EthicsPoint Reporting Tool](#)



Email CEEO at oeounm.edu

**WHEN IN DOUBT,
CONSULT WITH CEEO**

FAQ

Do I have to report if:

It occurred off campus?

Yes, the incident must be reported so the impacted person can access supportive measures and be connected to resources.

It occurred before coming to UNM?

Yes. CEEO's priority is connecting the impacted person with resources and support for their continued success. CEEO also uses this information for data purposes to track past adverse experiences within our Lobo community.

It happened a year ago?

Yes. There is no statute of limitations on reporting sexual misconduct to CEEO.

The perpetrator is not affiliated with UNM?

Yes. CEEO's priority in these cases is to ensure the impacted person is supported and has access to resources for their continued success.

Do I have to report if I received the information third hand?

Yes. Third hand information, and rumors, must still be reported to CEEO.

Do I have to report if someone else already reported the incident?

Yes. A report from someone else does not preclude your reporting obligations. Additionally, you may have helpful information that another report may not have.

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