University of Illinois at Urbana-Champaign
Campus Violence Prevention Plan

Updated: November 2013
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN CAMPUS
VIOLENCE PREVENTION PLAN

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FOREWORD

Letter of Promulgation

This plan is approved and formally adopted as the University of Illinois at Urbana-Champaign's Campus Violence Prevention Plan (CVPP), which details all comprehensive violence prevention efforts. It is designed to comply with all applicable federal and state regulations and to provide the policies and procedures to be followed in dealing with issues related to violence on campus.

The University of Illinois at Urbana-Champaign has developed a CVPP that is interdisciplinary and multi-jurisdictional and is dedicated to ensuring every known behavioral or mental health issue or violent incident is addressed adequately following established campus policies. The planning authorities and responsibilities conveyed to individual campus units, schools, colleges, departments and agencies of local government are recognized and acknowledged.

The CVPP as adopted and approved by the Chancellor shall be the controlling authority in regard to University of Illinois at Urbana-Champaign campus violence prevention management, planning, policies and procedures. The CVPP shall supersede any policy or procedure that conflicts with its provisions.

Adopted on the 1st of November 2013

Chancellor, University of Illinois at Urbana-Champaign
**RECORD OF CHANGES**

When changes are made to the CVPP, the following procedures shall be followed:

1. The Emergency Planning Lieutenant with the University of Illinois Police Department is ultimately responsible for maintaining, reviewing and updating this plan. A review of this plan will be conducted each November and any updates will be formally documented and presented to plan holders.

2. Plan-holders will be notified of changes by memorandum and/or e-mail. Plan-holders will be responsible for updating their existing CVPP.

3. When any change is made, an entry should be noted in the following log:

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date Entered</th>
<th>Page(s) or Section(s) Changed</th>
<th>Entered By</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>11/18/09</td>
<td>CVPP Created</td>
<td>Todd Short</td>
</tr>
<tr>
<td>2</td>
<td>12/31/10</td>
<td>CVPP Update (All Pages)</td>
<td>Todd Short</td>
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<tr>
<td>3</td>
<td>11/16/11</td>
<td>Page ii (Date of Signature)</td>
<td>Todd Short</td>
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<tr>
<td>4</td>
<td>11/16/11</td>
<td>Page 3 (Updated title of Legal Counsel to membership of Threat Assessment Team for Students)</td>
<td>Todd Short</td>
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<tr>
<td>5</td>
<td>11/16/11</td>
<td>Page 3 (Changed names of Coordinators for Threat Assessment Team for Students)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>6</td>
<td>11/16/11</td>
<td>Page 4 (Added Equal Opportunity and Access to membership of Threat Assessment Team for Faculty/Staff/Public)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>7</td>
<td>11/16/11</td>
<td>Page 4 (Changed names of Coordinators for Threat Assessment Team for Faculty/Staff/Public)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>8</td>
<td>11/16/11</td>
<td>Page 4 &amp; 5 (Added language under “Student Code [Section 1-302]” to include more specific information regarding types of conduct)</td>
<td>Todd Short</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Page, Part, Section</td>
<td>Change Description</td>
</tr>
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<td>----------------------------------------------------------------------------------</td>
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<tr>
<td>9</td>
<td>11/16/11</td>
<td>Page 6 &amp; 7, part B</td>
<td>Changed section to include bullet point items for response to students who cross one or more thresholds. Specific language to include Chancellor’s Emergency Powers being invoked as appropriate</td>
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<tr>
<td>10</td>
<td>11/16/11</td>
<td>Page 7</td>
<td>Removed language referencing Suicide Prevention Team and Alcohol and Other Drug Office</td>
</tr>
<tr>
<td>11</td>
<td>11/16/11</td>
<td>Page 8</td>
<td>Added Women’s Resource Center to membership of Interpersonal Violence Staffing Group</td>
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<tr>
<td>12</td>
<td>11/16/11</td>
<td>Page 9, #6</td>
<td>Provided new example</td>
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<td>13</td>
<td>11/16/11</td>
<td>Page 9, part B</td>
<td>Changed section to include bullet point items for response to Faculty/Staff/Public who cross one or more thresholds</td>
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<tr>
<td>14</td>
<td>11/16/11</td>
<td>Page 9</td>
<td>Removed language referencing the Faculty Staff Assistance Program</td>
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<tr>
<td>15</td>
<td>11/16/11</td>
<td>Page 11, part D</td>
<td>Added section D, “Privacy Protection” statement</td>
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<td>11/16/11</td>
<td>Page 12, #6</td>
<td>Provided new example</td>
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<td>17</td>
<td>11/16/11</td>
<td>Page 12, part B</td>
<td>Changed section to include bullet point items for response to the public who cross one or more thresholds</td>
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<td>18</td>
<td>11/16/11</td>
<td>Page 13, part C</td>
<td>Changed section to include bullet point items for employees who have filed an order of protection</td>
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<tr>
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<td>Action Description</td>
<td>Author</td>
<td></td>
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<tr>
<td>11/16/11</td>
<td>Added a new Attachment A, “Special Situation Group”</td>
<td>Todd Short</td>
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<td>11/30/12</td>
<td>Page viii-x, added revised Campus Threat Assessment Policy</td>
<td>Todd Short</td>
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<tr>
<td>11/30/12</td>
<td>Page viii, inserted additional workplace violence statement in the “Policy” paragraph</td>
<td>Todd Short</td>
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</tr>
<tr>
<td>11/30/12</td>
<td>Page 3, changed “Coordinator” to “Dean of Students” (Threat Assessment Team for Students)</td>
<td>Todd Short</td>
<td></td>
</tr>
<tr>
<td>11/30/12</td>
<td>Page 4, replaced “Workplace Violence” with Violence Prevention and Response Policy</td>
<td>Todd Short</td>
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</tr>
<tr>
<td>11/30/12</td>
<td>Page 4, changed “Coordinator” to “Associate Provost for Human Resources and Dean of Students or designee”</td>
<td>Todd Short</td>
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<tr>
<td>11/30/12</td>
<td>Page 4, changed reporting line to “Office of the Dean of Students: Faculty &amp; Staff: Office of the Provost”</td>
<td>Todd Short</td>
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<tr>
<td>11/30/12</td>
<td>Page 6, changed order of response and added additional information on type of response to Students Who Cross One or More Threshold(s)</td>
<td>Todd Short</td>
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<tr>
<td>11/30/12</td>
<td>Page 8, changed Privacy Protection statement to reflect compliance with state/federal law</td>
<td>Todd Short</td>
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<td>11/30/12</td>
<td>Page 9, changed order of response and added additional information on type of response to Faculty/Staff Who Cross One Or More Threshold(s)</td>
<td>Todd Short</td>
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<tr>
<td>11/30/12</td>
<td>Page 11, added “Academic Performance Management” under “Ongoing Training”</td>
<td>Todd Short</td>
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<td>#</td>
<td>Date</td>
<td>Page Numbers</td>
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<tr>
<td>30</td>
<td>11/30/12</td>
<td>12</td>
<td>Page 12, changed order of response and added information on type of response to the Public Who Cross One or More Threshold(s)</td>
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<td>31</td>
<td>11/30/12</td>
<td>13</td>
<td>Page 13, moved &quot;Members of the Campus Community Who Have Filed An Order of Protection&quot; to its own distinct heading (Section VIII)</td>
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<tr>
<td>32</td>
<td>11/30/12</td>
<td>13</td>
<td>Page 13, added information to the type of response for Orders of Protection</td>
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<tr>
<td>33</td>
<td>11/30/12</td>
<td>14</td>
<td>Page 14, updated Attachment A (names removed from membership list/clarification of purpose statement)</td>
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<tr>
<td>34</td>
<td>11/30/12</td>
<td>22</td>
<td>Page 22, updated Attachment E (replaced Workplace Violence CAM policy with Violence Prevention and Response Policy)</td>
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<td>35</td>
<td>11/30/12</td>
<td>24</td>
<td>Page 24, updated Attachment F (replaced Policy on Sexual Harassment with Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign</td>
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<td>36</td>
<td>11/01/13</td>
<td>7, 10, 12</td>
<td>Page 7, 10, 12, added concealed carry permit language to responses of individuals who cross a behavioral threshold</td>
</tr>
<tr>
<td>37</td>
<td>11/01/13</td>
<td>7, 8</td>
<td>Page 7 and 8, added additional training/education programs for students offered by UIPD, the Dean of Students Office, and the Counseling Center</td>
</tr>
<tr>
<td>38</td>
<td>11/01/13</td>
<td>11</td>
<td>Page 11, added additional training/education programs for</td>
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<tr>
<td></td>
<td></td>
<td>faculty and staff offered by UIPD, Staff Human Resources, Faculty Staff Assistance Program and the Counseling Center.</td>
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<tr>
<td>39</td>
<td>11/01/13</td>
<td>Page 14, deleted Illinois Public Safety Academy under Training and Education/Awareness Building for the General Public</td>
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<td></td>
<td></td>
<td>Todd Short</td>
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</table>
The CVPP will be made available to the campus community via the Division of Public Safety’s website (police.illinois.edu). The CVPP will also be linked to the following websites: Office of the Dean of Students (www.odos.illinois.edu), Staff Human Resources (www.shr.illinois.edu), Academic Human Resources (www.ahr.illinois.edu), and the Faculty Staff Assistance Program (www.fsap.illinois.edu). Hard copies of the CVPP will be distributed to the following individuals:

<table>
<thead>
<tr>
<th>CVPP Recipient</th>
<th>Date Issued</th>
<th>Issued By</th>
<th>Complete CVPP Provided (Yes/No)</th>
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<td>Dean of Students</td>
<td>11-30-2013</td>
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<tr>
<td>Associate Provost for HR</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
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<tr>
<td>Executive Director/Public Safety</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
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<td>UIPD Lieutenant/Emergency Planning</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
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<tr>
<td>Associate Chancellor</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
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<td>Associate Director/Res Life</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
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<tr>
<td>Provost &amp; VC/Academic Affairs</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
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<tr>
<td>Faculty /Staff Assistance</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
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<tr>
<td>University Legal</td>
<td>11-30-2013</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Purpose:
The purpose of this policy is to state the campus community’s responsibilities to report and respond to potential indicators and/or threats of violent behavior as well as define the processes and resources available.

Scope:
This policy applies to all members of the campus community.

Authority:
The campus Executive Director of Public Safety or designee is assigned responsibility for implementing and maintaining this policy.

Policy:
The University of Illinois at Urbana-Champaign is committed to a nonviolent environment for all employees and students. Acts of violence and threats of violence are not acceptable conduct in the campus community and will not be tolerated. In service of its commitment to the welfare, health and safety of all those in its campus community, the campus has developed a comprehensive Campus Violence Prevention Plan (CVPP) which can be found on the Division of Public Safety’s website. The CVPP is also linked to the following websites: Office of the Dean of Students, Staff Human Resources, Academic Human Resources, and the Faculty Staff Assistance Program.

The CVPP is expressly incorporated by reference into this policy.

Processes/Procedures/Guidelines:

What to watch for
The CVPP is founded on principles of early intervention and proactive engagement to prevent violence and provide supportive services. Based on the assessment that certain conduct may be a precursor to violent behavior, the CVPP has identified thresholds of unacceptable conduct and standardized responses to those who cross those thresholds. Thresholds of unacceptable conduct include, but are not limited to, the following:

1. Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.
2. Significant violent ideations or the expression of violent ideas or the intent to harm others.

3. Suicidal threat, attempt and/or significant suicidal ideation.

4. Pattern of physical or emotional bullying and/or intimidation.

5. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

6. Assuming a stance of being substantially “in charge” or attempting to control processes, outcomes, or decisions that are inappropriate given the person’s standing or position.

7. Pursuing options that do not reasonably exist and continuing to do so after being instructed to cease.

8. Delusional ideation(s) or behavior.

9. Excessive, inappropriate and/or illegal alcohol and other drug use.

**What to do**

Any individual witnessing conduct that they believe may pose an imminent threat to safety, security or health should **call 9-1-1 immediately**. If the conduct does not pose an imminent threat to safety, security or health, individuals should contact

- the [Division of Public Safety](#) or call (217) 333-1216,
- the [Dean of Students Office](#) or call (217) 333-0050,
- their respective Human Resource Office ([Staff Human Resources](#) or call(217) 333-3101, or [Academic Human Resources](#) or call (217) 333-6747) and/or
- the [Counseling Center](#) or call (217) 333-3704.

**About the Campus Violence Prevention Committee**

As a part of the CVPP, a designated Campus Violence Prevention Committee (CVPC) has been formed and charged with implementing the CVPP and determining the individuals responsible for education and prevention of violence on campus. The CVPC is comprised of faculty, campus administration, student affairs, law enforcement, human resources, counseling services, residential life and emergency management. The CVPC has created this written threat assessment policy to provide guidance to students,
faculty and staff about how to recognize, address and report aberrant and threatening behavior.

The CVPC also provides oversight to both Campus Threat Assessment Teams, as stipulated in the CVPP, which consists of faculty, law enforcement, human resources, legal counsel, and mental health professionals. It may also include other persons and organizations deemed appropriate to a particular circumstance.

The two Campus Threat Assessment Teams are formally titled, “Threat Assessment Team for Students” and “Threat Assessment Team for Faculty/Staff/Public.” The Threat Assessment Team for Students focuses on student issues and the Threat Assessment Team for Faculty/Staff/Public focuses on faculty, staff and members of the public. These Threat Assessment Teams conduct threat assessments, address aberrant, dangerous, or threatening behavior on campus, and provide guidance and best practices for preventing violence and providing support services. The Threat Assessment Teams use fact-based assessment processes to investigate threats, actions, or conduct that may lead to targeted violence and determine situation-specific response action plans. These teams also conduct post-incident assessments and evaluations of the effectiveness of the response(s) on a case-by-case and aggregate basis.

Pursuant to the CVPP, students, faculty and staff are provided access to a range of support services, including mental health services, crisis management, and comprehensive services for victims, provided on campus and through community resources. Details about these processes and support resources can be found in the CVPP.

Members of the Campus Threat Assessment Teams have access to information regarding the CVPP, including specific information regarding incidents of violence or precursor conduct. Additionally, other individuals may have access to that information to the extent that it is necessary in order for the campus to fulfill its violence prevention missions and to ensure the safety of the campus community. Privacy interests will be protected as required by state and federal laws.

All areas of the campus community are required to cooperate with requests from the Campus Threat Assessment Teams relative to successfully monitoring any threatening behavior.

The CVPC will meet once a semester or whenever appropriate to review issues related to violence on campus and provide any necessary oversight to the Campus Threat Assessment Teams.

The Campus Threat Assessment Teams will meet as stipulated in the CVPP or as necessary to meet their respective needs.
Pursuant to the Illinois Campus Security Enhancement Act of 2008 (“the Act,” 110 ILCS 12/1 et seq.), a copy of the CVPP will be provided to the Champaign County Emergency Management Agency, the Illinois Emergency Management Agency Regional Office and the Illinois Board of Higher Education.

Exceptions: (None)

Contact: Executive Director of Public Safety

<table>
<thead>
<tr>
<th>Version</th>
<th>Revised by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision 1</td>
<td>Executive Director of Public Safety</td>
<td>11/30/2012</td>
</tr>
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</table>
CAMPUS VIOLENCE PREVENTION PLAN

I. INTRODUCTION

For the last two decades the University of Illinois at Urbana-Champaign has had a comprehensive violence prevention program, which is currently referred to as the Campus Violence Prevention Plan (CVPP). The CVPP is based on responding systematically to small-scale precursor events among students, faculty/staff, and members of the general public.

II. CAMPUS VIOLENCE PREVENTION COMMITTEE

Pursuant to the Campus Security Enhancement Act of 2008, the University of Illinois at Urbana-Champaign has formed a Campus Violence Prevention Committee (CVPC) that will be tasked with implementing the CVPP, ensuring the individuals mentioned in this plan are responsible for the appropriate education and prevention of violence on campus, and providing oversight to the existing components of the Campus Threat Assessment Teams mentioned in the CVPP. The CVPC is comprised of faculty, campus administration, student affairs, law enforcement, human resources, counseling services, residential life and emergency management personnel.

III. CAMPUS THREAT ASSESSMENT TEAMS

The Campus Threat Assessment Teams conduct threat assessments, address aberrant, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services. The Campus Threat Assessment Teams include faculty, law enforcement, human resources, legal counsel and mental health professionals.

The CVPP establishes a set of common sense behavioral thresholds and when the staff of the university is in possession of information that an individual has crossed one of these thresholds, university personnel respond with a combination of:

- **Face-to-face meetings** between university professionals and individuals of concern.
- **Internal consultations** among university professionals to assess and address the incident/situation.
- **Ad hoc meetings** among university professionals to assess and address the incident/situation.
- **Policies and protocols** designed to address the incident/situation.
- **Two monitoring and oversight teams** that oversee the university’s response to these situations (Threat Assessment Teams).

Varying thresholds and differing responses apply to individuals falling into one of three categories:

- **Enrolled students** (including prospective students and recently graduated
students),
• **Faculty and staff** (including but not limited to postdoctoral fellows, prospective and former employees),
• **Members of the general public** (including but not limited to alumni and parents of enrolled students).

This process of progressive community engagement is supported by the Campus Threat Assessment Teams that meet weekly, monthly or as needed. The Campus Threat Assessment Teams are comprised of the following:

• **Threat Assessment Team for Students**: Oversees the university response to students.
• **Threat Assessment Team for Faculty/Staff/Public**: Oversees the university response to faculty/staff and members of the general public.

<table>
<thead>
<tr>
<th>1.</th>
<th>Threat Assessment Team for Students</th>
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<tbody>
<tr>
<td>Focal Population:</td>
<td>Students</td>
</tr>
<tr>
<td>Behavioral Thresholds of Concern:</td>
<td>Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole. Significant violent ideations or the expression of violent ideas or the intent to harm others. Suicidal threat, attempt and/or significant suicidal ideation. Pattern of physical or emotional bullying and/or intimidation. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Assuming a stance of being substantially “in-charge” or attempting to control processes, outcomes, or decisions that is inappropriate given the person’s standing or position. Pursuing options that don’t reasonably exist and continuing to do so after being instructed to cease. Delusional ideation(s) or behavior. Excessive, inappropriate and/or illegal alcohol and other drug use.</td>
</tr>
</tbody>
</table>
| Membership:                              | Counseling Center  
|                                         | Office of Legal Counsel  
|                                         | McKinley Health Center  
|                                         | Office of the Dean of Students  
|                                         | Office for Student Conflict Resolution  
|                                         | University Police  
|                                         | Resident Life, Housing Division |
| Meeting frequency:                     | Weekly |
| Coordinator                            | Dean of Students or designee |
| Reporting line:                        | Dean of Students |

| 2. Threat Assessment Team for Faculty/Staff/Public |
|                                                   |
| Focal population:                                | Faculty, staff and the general public which includes prospective students, former students and parents of students |
| Behavioral Thresholds of Concern:               | Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.  
|                                                 | Significant violent ideations or the expression of violent ideas or the intent to harm others.  
|                                                 | Suicidal threat, attempt and/or significant suicidal ideation.  
|                                                 | Pattern of physical or emotional bullying and/or intimidation.  
|                                                 | Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.  
|                                                 | Assuming a stance of being substantially “in-charge” or attempting to control processes, outcomes, or decisions that is inappropriate given the person’s standing or position.  
|                                                 | Pursuing options that don’t reasonably exist and continuing to do so after being instructed to cease.  
|                                                 | Delusional ideation(s) or behavior.  
|                                                 | Excessive, inappropriate and/or illegal alcohol and other drug use. |
IV. UNIVERSITY POLICIES RELATED TO VIOLENCE AND VIOLENCE PREVENTION

- Violence Prevention and Response Policy: The University of Illinois at Urbana-Champaign is committed to a safe and nonviolent environment for all students, faculty, staff, and visitors. Acts of violence and threats of violence are not acceptable conduct in the campus community and will not be tolerated. Violent acts and threats of violence should be reported to the University Police immediately. (Campus Administrative Manual, IX/A-19, Issued January 25, 1995, revised, December 1, 2012)

- Student Code (Section 1-302) Students enrolling at the university assume an obligation to conduct themselves in a manner compatible with the university’s function as an educational institution and suitable to members of the academic community. Conduct for which students are subject to discipline includes, but is not limited to, the following:
  a. Conduct that threatens the health or safety of any person, including but limited to:
     (1) causing bodily harm to an individual
     (2) making physical contact of an insulting or provoking nature with an individual
     (3) reckless disregard for the health or safety of any person
     (4) any threat or physically threatening behavior which creates a reasonable fear for a person’s safety
     (5) engaging in behavior which is so persistent, pervasive, or severe as to deny a person’s ability to participate in the University community
  b. Sexual misconduct, any sexual activity that does not involve the knowing consent of each individual. Prohibited behavior includes but is not limited to:
     (1) any form of sexual penetration without consent
any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of either person for the purpose of sexual gratification or arousal of either person without consent

(3) indecent exposure with sexual intent

(4) sexual harassment as defined by University policy and the Student Code

(5) use of email, text, telephone, or other forms of communication to send sexually explicit or intimidating materials that are unwelcome to the recipient

c. Stalking . . .,
d. Hazing . . .,
e. The use of force of violence, actual or threatened to willfully deny, impede, obstruct, impair, or interfere with any of the following:
   (1) the freedom of movement of any person, including entering or leaving property or facilities
   (2) the performance of institutional duties by a member of the University or
   (3) by knowingly occupying or remaining in or at any property or facility owned or controlled by the University after receiving due notice to depart

   (Student Code, 2012-2013).

V. VIOLENCE PREVENTION PROGRAM FOR STUDENTS

A. Thresholds Applying to Students:

1. Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.¹ For example, a student makes a threat towards a specific person(s) or towards the university community as a whole.

2. Significant violent ideations or the expression of violent ideas or the intent to harm others. For example, a student expresses the intent to harm others in the absence of an identified individual(s).

3. Suicide threat, attempt, and/or significant suicidal ideation. For example, a student expresses intent to end his or her life through threat, attempt and/or ideation.

4. Pattern of physical or emotional bullying and/or intimidation.

¹ As always, the University of Illinois Police Department and the Office of Student Conflict Resolution will respond to acts and threats of violence according to state statutes and the Student Code. The Threat Assessment Team for Students is intended to supplement the campus’ response to threats and threatening situations that might not have risen to the threshold of criminal offense and to threats and threatening situations that are ongoing and not fully resolved by the Office of Student Conflict Resolution.
For example, a student uses force of a physical or emotional nature, or the threat of force to intimidate or coerce others.

5. **Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.** For example, a student makes unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature, as defined by the Campus Administrative Manual policy on Sexual Harassment.

6. **Assumes a stance of being substantially "in-charge" or attempting to control processes, outcomes, or decisions that is inappropriate given the person’s standing or position.** For example, a student is too vehement in pursuing a romantic partner who declines contact.

7. **Pursuing options that don't reasonably exist and continuing to do so after being instructed to cease.** For example, a student is persistent in pursuing a grading complaint after being informed all administrative procedures have been exhausted.

8. **Delusional ideation(s) or behavior.** For example, a student appears to be suffering a delusional disorder as defined by the most current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association (including subtypes: Grandiose, jealous, persecutory, and somatic).

9. **Excessive, inappropriate and/or illegal alcohol and other drug use.** For example, a student becomes incapacitated and emergency medical personnel are summoned to transport the student to a hospital for emergency care.

B. **Response to Students Who Cross One or More Threshold(s)**

1. University Police are contacted as appropriate to address an immediate threat of harm and/or suspected criminal activity.

2. The Chancellor’s Emergency Powers may be invoked as appropriate (See 2-701 of the Student Code).

3. The Threat Assessment Team for Students engages in early intervention if a threshold behavior is crossed.

4. By consensus of the Threat Assessment Team for Students, any

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2Students who cross a criminal threshold are arrested as appropriate. Students who cross a threshold in the Student Code are adjudicated through the Office of Student Conflict and Resolution.
student of concern may be “Activated”.

5. An “Activated” student is reviewed and/or monitored as appropriate where the following may occur:
   A. Check FOID card and concealed carry permit status
   B. Check criminal history

6. An “Activated” student will have a Coordinator assigned and an action plan developed with an inclusion of realistic expectations.

7. The student may also have their case reviewed and/or monitored by the Special Situations Group (See Attachment A).

8. See Attachment B for information regarding a mandated assessment following a suicide threat/attempt.

9. See Attachment C for general policies and regulations regarding alcohol and drug abuse for students.

10. Information will be appropriately shared with outside agencies and/or jurisdictions.

C. Training & Education/Awareness Building

1. New RA’s, RD’s, and Area Coordinators are informed of the policies, protocols and procedures related to campus violence prevention during incoming orientation. Emergency deans and academic deans are made aware of the policies, protocols and procedures during periodic training sessions as they relate to the aforementioned behavioral thresholds.

2. Sexual assault prevention/awareness. Campus Acquaintance Rape Education (CARE) provides workshops designed to increase awareness of sexual assault on campus. Students trained as peer educators present workshops in residence halls, classrooms, Greek chapters, and other student organizations. The goal of the workshops is to educate the student community about the nature of sexual assault, strategies for deterrence, and resources available to students who have been assaulted.

3. Other safety programs and presentations. University Police offer

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3 29 Ill.ADM.CODE 305 states in Subpart E: Training and Exercise Guidelines (Section 305.100), “Pursuant to the Act, each higher education institution shall conduct training on its CEOP and CVPP annually. Training should include all administrators, faculty, staff, students and any other members of the campus community so they are familiar with key components of the CEOP and CVPP.”
half-or full day presentations on active threat training which includes information on spotting potential indicators of concerning behavior. University Police also offer Rape Aggression Defense training which is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing to the basics of hands-on defense training. University Police engage in annual new student orientation sessions that are designed to educate new students on spotting negative consequence pre-cursor behaviors. The Director of the Police Training Institute provides training for students who work with the public on how to properly de-escalate situations that may not require police intervention. The Counseling Center and the Office of the Dean of Students conduct annual training to multiple focus groups on campus which focuses on distressed and distressing students.

D. Additional Oversight and Coordination

1. The Interpersonal Violence Staffing Group meets once a month to review recent and ongoing cases of interpersonal violence (defined as unwanted attention, harassment, stalking, domestic battery, and sexual assault) among students. Represented offices include:

   - Office of the Dean of Students
   - Office for Student Conflict Resolution
   - Women’s Resource Center
   - University Police
   - Residential Life, Housing Division
   - Counseling Center

E. Privacy Protection

1. Information is shared in accordance with all federal and state laws regarding student, client and/or patient confidentiality.

VI. VIOLENCE PREVENTION PROGRAM FOR FACULTY AND STAFF

A. Thresholds Applying to Faculty/Staff

1. Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole. For example, a faculty/staff member acts violently or makes a threat towards a specific person(s) or towards the community as a whole. This includes all acts and threats that occur at work and in some instances, acts and threats that occur away from work.
2. **Significant violent ideations or the expression of violent ideas or the intent to harm others.** For example, a faculty/staff member expresses the intent to harm others in the absence of an identified individual(s).

3. **Suicide threat, attempt, and/or significant suicidal ideation.** For example, a faculty/staff member expresses intent to end his or her life through threat, attempt and/or ideation.

4. **Pattern of physical or emotional bullying and/or intimidation.** For example, a faculty/staff member uses force of a physical or emotional nature, or the threat of force to intimidate or coerce others.

5. **Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.** For example, a faculty/staff member makes unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature, as defined by the Campus Administrative Manual policy on Sexual Harassment.

6. **Assumes a stance of being substantially "in-charge" or attempting to control processes, outcomes, or decisions that is inappropriate given the person’s standing or position.** For example, an employee wants complete control of his/her work environment. She confronts and criticizes her manager stating if the rest of the work group doesn’t comply with her expectations, she will make it her mission to get her coworkers fired.

7. **Pursuing options that don't reasonably exist and continuing to do so after being instructed to cease.** For example, a faculty member persists in pursuing a tenured track position after being denied such status or a staff member persists in pursuing a reversal of a sanction after exhausting the established appeal process.

8. **Delusional ideation(s) or behavior.** For example, a faculty/staff member appears to be suffering a delusional disorder as defined by the most current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association (including subtypes: Grandiose, jealous, persecutory, and somatic).

9. **Excessive, inappropriate and/or illegal alcohol and other drug use.** For example, a faculty/staff member is known to have used alcohol or drugs at work (in the case of alcohol, other than at an
approved university function). Additionally, if a faculty/staff member is known to have used alcohol or drugs away from work that resulted in a criminal conviction.

B. Responses to Faculty/Staff Who Cross One or More Threshold(s)

1. University Police are contacted as appropriate to address an immediate threat of harm and/or suspected criminal activity.

2. University Police, Supervisors and Unit Executive Officers consult with Human Resources.

3. The employee may be placed on administrative leave while the situation is evaluated.

4. The Associate Provost for Human Resources or designee convenes a meeting which includes unit representatives (such as supervisors and Unit Executive Officers) and personnel representing the appropriate campus offices (Human Resources, Legal Counsel, Office of the Dean of Students, Office of the Provost, University Police and the Faculty Staff Assistance Program) to assess and address the situation.

5. Representatives from the Threat Assessment Team for Faculty/Staff/Public who represent Academic and Staff Human Resources will notify the full Threat Assessment Team for Faculty/Staff/Public when a member of the faculty or staff has crossed one or more of the nine thresholds.

6. If needed, the Threat Assessment Team for Faculty/Staff/Public is convened.

7. If a situation arises to the threshold of being “Activated” (by consensus of the Threat Assessment Team for Faculty/Staff/Public, an individual is deemed to be of concern), a Point of Contact is assigned and an action plan is developed which may include any necessary employment action.

8. An “Activated” faculty/staff member is reviewed and/or monitored as appropriate where the following may occur:
   A. Check FOID card and concealed carry permit status
   B. Check criminal history

9. Any “Activated” Faculty/Staff member may also be monitored by the Special Situations Group (See Attachment A).
10. Information will be appropriately shared with outside agencies and/or jurisdictions.

C. Training & Education/Awareness Building

1. New supervisor/new unit executive officer training. New supervisors and new unit executive officers are made aware of violence prevention policies during supervisory and executive orientation.

2. Ongoing training. Supervisors and unit executive officers receive ongoing training about campus policies and practices. These include:
   - Policy and Rules (bi-annually)
   - Civil Service Performance Management (bi-annually)
   - Performance Partnership Program (PPP) (bi-annually)
   - Troubled Employee (FSAP)
   - Academic Performance Management
   - Victim Economic Security and Safety Act (VESSA)
   - Substance Abuse in the Workplace

3. Training in-place. Supervisors and unit executive officers involved in new and ongoing situations are trained in-place by campus professionals.

4. Additional training. University Police offer half-or full day presentations on active threat training which includes information on spotting potential indicators of concerning behavior. University Police also offer Rape Aggression Defense training which is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing to the basics of hands-on defense training. The Director of the Police Training Institute provides training for staff that works with the public on how to properly de-escalate situations that may not require police intervention. The Counseling Center provides Kognito training for faculty and staff which is specifically related to suicide ideation and assisting people in addressing issues related to suicide. The Faculty Staff Assistance Program provides training on how to recognize the trouble work group. Staff Human Resources conducts annual training on the supervisor’s role with campus safety.

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4 29 Ill.ADM.CODE 305 states in Subpart E: Training and Exercise Guidelines (Section 305.100), “Pursuant to the Act, each higher education institution shall conduct training on its CEOP and CVPP annually. Training should include all administrators, faculty, staff, students and any other members of the campus community so they are familiar with key components of the CEOP and CVPP.”
D.  Privacy Protection

1. Personnel records are shared in accordance with applicable federal and state laws.

VII. VIOLENCE PREVENTION PROGRAM FOR THE PUBLIC

A. Thresholds Applying to the Public

1. Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole. For example, a member of the public makes a threat to harm another member of the University community.

2. Significant violent ideations or the expression of violent ideas or the intent to harm others. For example, a member of the public expresses the intent to harm others in the absence of an identified individual(s).

3. Suicide threat, attempt, and/or significant suicidal ideation. For example, a member of the public makes a threat or attempt to commit suicide or significant suicidal ideation on University property.

4. Pattern of physical or emotional bullying and/or intimidation. For example, a member of the public uses force of a physical or emotional nature, or the threat of force to intimidate or coerce others on University property.

5. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. For example, a member of the public makes unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature, as adjudicated by the office of Equal Opportunity and Access towards a member of the University community.

6. Assumes a stance of being substantially "in-charge" or attempting to control processes, outcomes, or decisions that is inappropriate given the person’s standing or position. For example, the husband of an employee with a history of domestic violence insists that as a tax payer he has every right to come to his spouse’s workplace.

7. Pursuing options that don't reasonably exist and continuing to
do so after being instructed to cease. For example, a member of the public persists in pursuing an avocation after going through the established hiring process and being denied employment.

8. Delusional ideation(s) or behavior. For example, a member of the public appears to be suffering a delusional disorder as defined by the most current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association (including subtypes: Grandiose, jealous, persecutory, and somatic).

9. Excessive, inappropriate and/or illegal alcohol and other drug use. For example, a member of the public is on University property and becomes incapacitated and emergency medical personnel are summoned to transport the individual to a hospital for emergency care and/or the individual is disruptive or disturbing the peace.

B. Responses to the Public Who Cross One or More Threshold(s)

1. University Police are contacted as appropriate to address an immediate threat of harm and/or suspected criminal activity.

2. University Police may conduct a FOID card and/or concealed carry permit, and a criminal background check.

3. As warranted, University Police will inform and consult with staff of the following offices: Office of the Chancellor, Office of Legal Counsel, Office of the Provost, Office of the Dean of Students, Faculty/Staff Assistance Program and Human Resources to assess and address the situation.

4. As warranted, University Police will inform the full Threat Assessment Team for Faculty/Staff/Public in the event a member of the public has crossed one or more of the mentioned thresholds.

5. As warranted, a meeting is convened among campus professionals to assess the situation and arrive at an action plan.

6. If a situation arises to the threshold of being “activated” (by consensus of the Threat Assessment Team for Faculty/Staff/Public, an individual is deemed to be of concern), a Point of Contact is assigned and an action plan is developed.

7. Any “Activated” member of the public may also be monitored by the Special Situations Group (See Attachment A).

8. Information will be shared with outside agencies and/or
VIII. MEMBERS OF THE CAMPUS COMMUNITY WHO HAVE FILED AN ORDER OF PROTECTION

Any member of the University community who files an Order of Protection is strongly encouraged to notify the University Police.

1. The University Police will work with the affected individual and assess any safety concerns.

2. As warranted, the University Police may assist in creating a safety plan.

3. As warranted, University Police will contact the appropriate Threat Assessment Team and convene its membership.

4. If a situation arises to the threshold of being “activated” (by consensus of the appropriate Campus Threat Assessment Team), a Point of Contact is assigned and an action plan is developed.

5. Ongoing developments will be periodically reviewed until the situation is “deactivated”.
Attachment A

- Special Situations Group

**Purpose:** Informal working group of campus unit representatives who share information as needed regarding campus or community members who have demonstrated behaviors which are concerning and/or disruptive and who may have engaged numerous units for services and/or resolution. Representatives share information, observations, advice, mutual support, and on occasion, designate a single point of contact for the individual at the university in order to centralize collection and assessment of concerns. The group also works to connect the dots of disparate problematic actions involving an individual that may be known to various faculty, staff and administrators. They also discuss issues of mutual concern, such as procedures and policies, unit practices, etc.

**Institutional Authority:** Jointly shared between Associate Provost for Human Resources and Associate Vice Chancellor for Student Affairs/Dean of Students

**Current Membership:**
- Office of International Student and Scholar Services
- Academic Human Resources
- Staff Human Resources
- Graduate & Family Housing
- Faculty/Staff Assistance Program
- University Counsel
- Office of the Provost
- Office for Student Conflict Resolution
- Office of the Dean of Students
- Student Affairs
- McKinley Health Center
- Counseling Center
- University Police
- Graduate College
- Office of Equal Opportunity and Access
- Office of the Chancellor

**Meeting Schedule:** Monthly, Second Thursday of the month, 1-2 p.m., 344 TSSB

**Convener:** Dean of Students or designee
Attachment B
Mandated Assessment Following a Suicide Threat/Attempt

Mandated Assessment Following a Suicide Threat/Attempt

Article 2—General Policies and Regulations


§ 2-102 Mandatory Assessment

(a) In the event that the University is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, that student will be required to attend four sessions of professional assessment. These sessions are designed to foster the students’ willingness and ability to maintain a reasonable concern for their own self welfare.

(b) Confidentiality

(1) All records associated with the reported incident are kept separately by the Suicide Prevention Team. The Suicide Prevention Team is staffed by the Counseling Center and McKinley Health Center.

(2) All records associated with the mandated assessment are protected by federal and state laws regarding confidentiality.

(c) Appeals

(1) A student may appeal the accuracy of the report to the Suicide Prevention Team. In some instances, in order for the appeal to go forward, a student will be required to sign a release of information authorizing the members of the Suicide Prevention Team to contact and interview witnesses to the incident. An appeal may be made to the Dean of Students or designee. Dean of Students decision is final.

(2) The policy of four sessions of professional assessment is applied uniformly to all students who cross the threshold described above. The requirement of four professional assessments is not subject to appeal.

Attachment C
General Policies and Regulations (Alcohol)

Article 2—General Policies and Regulations


§ 2-102 Mandatory Alcohol Assessment

(d) Alcohol and Drugs
An assessment of a student can be mandated by the Director of McKinley Health Center (Director) if:

(1) a student becomes incapacitated as the apparent result of alcohol or other drug use; and

(2) emergency medical personnel are summoned to transport the student to a hospital for emergency care; and

(3) the student is in fact transported to the hospital for emergency medical care or refuses to accept such transportation when recommended by the emergency medical personnel.

(e) Procedures

(1) The attending or responsible University employee who becomes aware of facts stated in subsection A must notify the Director of the student’s name and the circumstances of the student’s incapacitation. Other individuals (for example, the city Police Department or Certified Staff) may submit to the Director reports of student emergency transportation or refusal to accept such transportation.

(2) If the Director becomes aware of facts stated in subsection (a) (through a notification under subsection (d)(1) or otherwise), the Director will decide whether to require the student to undergo a mandatory assessment.

(3) If the Director decides that the student should be required to undergo a mandatory assessment, the Director shall so notify the student.

(4) After notification under subsection (d)(3), and unless successfully appealed under subsection (g), the student must undergo an assessment conducted at the direction of the Director.

(f) If the student completes the assessment, the results of the assessment and the fact that an assessment was conducted are confidential medical information and may not be disclosed without consent of the student and may not form the basis of a disciplinary
proceeding or any other sanction imposed by the University. However, if the student fails to complete the assessment, this fact is not confidential medical information, and the Director may disclose that fact to the Dean of Students, who may in turn inform other responsible parties (see § 1-302(h) and § 3-603).

(g) Appeals If the student disagrees with the decision of the Director directing a mandatory assessment, the following rules apply:

(1) the student may appeal the Director’s decision to the Dean of Students;

(2) such an appeal must be submitted in writing within three business days after receipt by the student of the notice by the Director;

(3) the Dean of Students (or the Dean’s designee) shall convene a hearing within five business days after receipt of the appeal;

(4) prior to the hearing, the student shall be entitled to review the information leading to the referral;

(5) at the hearing, the Dean or designee shall review all relevant evidence to determine whether to uphold the mandatory assessment directive. The student may be assisted at the hearing by any person chosen by the student. The decision of the Dean or designee shall be final.
The purpose of this policy is to establish uniform guidelines regarding when to respond how to respond and who to inform should there be an employee who threatens or attempts to commit suicide. The policy also establishes guidelines on who will coordinate the response to a suicide threat or attempt.

Suicide threats, gestures, and attempts among University employees are a cause for concern. Suicidal behavior is a sign of underlying psychological problems and a warning sign for actual suicide. The best predictor of suicide is a prior public display of suicidal intent. Research indicates that an adult who threatens or attempts suicide is 120 times more likely to kill himself or herself than an adult who has not threatened or attempted suicide. Contrary to popular belief, the ingestion of a small quantity of pills or the making of slight cuts on the wrists is just as predictive of eventual suicide as attempts that result in hospitalization. Among those threatening and attempting suicide, research shows that it is impossible to predict who is "serious" and who is not. Accordingly, all individuals threatening and attempting suicide are assumed to be at heightened risk of dying.

The University both encourages and expects employees to adhere to a standard of self-welfare and resolve problems and crises without resorting to self-directed violence. The University further expects members of the University community to report incidents of suicidal threats and attempts. Departments and units should direct their supervisory personnel to report these incidents to the Faculty/Staff Assistance Program. The number to call is 217-244-7739 which is the Faculty/Staff Assistance Program 24 hour crisis line for University employees, family members or members of an employee's immediate household.

The appropriate response to a medical emergency or to a situation of imminent suicidal risk is to call 911 (9-911 from campus phones).

The University community is advised to report all suicide threats, attempts and preparatory efforts that have occurred in the previous three months to the Faculty/Staff Assistance Program. This includes incidents that have occurred at work as well as incidents that have occurred away from the workplace.
A. When to Report

1. **Suicide threats** in which an employee makes statements that leave a reasonable observer concerned for his or her safety. The statement might be made in person or in writing and might refer to means, motivation for dying, lack of motivation for living and/or anticipated date of death (i.e., "With Robert gone, I have no reason to go on."). Statements may be explicit or implicit (i.e., "You don't have to worry about me anymore." Or "I won't be around much longer.").

2. **Preparatory efforts** in which an employee engages in any action that prepares the way for eventual suicide (i.e., collecting pills, obtaining a gun permit, visiting a jump-site, giving away possessions).

3. **Suicide attempts** in which an employee engages in actions with the intent to end his or her life (i.e., cuts on the wrist, taking pills with the intent to die).

4. **Persistent thoughts** of suicide in which an employee reports being preoccupied or obsessed with suicide or thoughts of suicide. The individual might deny having a plan or desire to commit suicide (i.e., an employee reports thinking about suicide constantly every day for the last two weeks).

5. **Relief cutting** in which an individual makes cuts to his or her body for purposes of relief and without the intent to end his or her life. If there is any doubt about an employee's motivation in cutting, consult with the Faculty/Staff Assistance Program.

B. When Not to Report

**Passing remarks** in which an employee makes references to dying or being dead in a joking or stereotyped fashion (i.e. "I would be better off dead," or, "Wouldn't it be nice to lay down and not wake up?") should be a cause for concern. It is recommended that members of the University community respond to such remarks with requests for additional information (i.e., “What did you mean when you said, 'I would be better off dead?'” or, "You said, 'Wouldn't it be nice to lay down and not wake up.' Do you ever think of killing yourself?") Repeated references to dying that do not diminish in response to questioning should be reported.

C. Who to Call

All reports should be made to the Faculty/Staff Assistance Program at its 24-Hour Crisis Line, 217-244-7739. Faculty/Staff Assistance Program staff answer this phone during work hours. The phone is answered by an answering service outside of work hours that will direct a mental health professional to return the call immediately. The Faculty/Staff Assistance Program office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday.
The phone number is 217-244-5312.

D. In the event that the identified resource is not available, please send or take the employee to the nearest hospital emergency room.

II. Guidelines for Responding to Reported Incidents of Threats and Attempts

A. Face-to-Face Evaluation to Determine Lethality
Upon receiving a report, at a minimum, the staff of the Faculty/Staff Assistance Program will make every effort to contact the employee and make an assessment of imminence and lethality. This meeting should take place as soon as possible. This assessment will include an exploration of the content, meaning and origin of the employee's suicidal intent.

B. Three Additional Assessment Sessions
In addition to the face-to-face evaluation, it is recommended that any employee reported to have made a suicide threat or attempt receive a minimum of three additional counseling sessions over the course of the following one to two months. These sessions can occur with the staff of the Faculty/Staff Assistance Program or with the employee's ongoing mental health professional. These sessions should occur regardless of whether the precipitating situation appears resolved and/or the employee denies the presence of ongoing suicidal intent.

C. Notification of Employee's Mental Health Professional
In accordance with state and federal statutes regarding confidentiality, if there is reason to believe that the employee is in ongoing treatment with a mental health professional, every effort will be made to contact the professional and provide him or her with the report.

III. Guidelines for Responding to the Survivors of a Completed Suicide

A. The University's Commitment Following a Completed Suicide
In the unfortunate event that an employee commits suicide, the University will make every effort to provide services to coworkers, employees, bystanders and any other member of the University community affected by the employee's death.

B. Services Available
These services might include referral to the Faculty/Staff Assistance Program for one-on-one counseling. It might also include group informational meetings, debriefings, and/or memorials. These services might be provided by the Trauma Response Team of the Counseling Center, the Faculty/Staff Assistance Program and/or community resources.

C. Coordination of Post-Suicide Services
The Faculty/Staff Assistance Program will coordinate the delivery of these services.
PRIVACY AND CONFIDENTIALITY
The staff of the Faculty/Staff Assistance Program will adhere to all state and federal statutes regarding confidentiality. The FSAP staff will adhere to a basic premise of privacy under all circumstances.

Date Issued: March 13, 2009
Issued by: Provost and Vice Chancellor for Academic Affairs
Approved by: Office of the Chancellor
Personnel Policies: CAM Section IX-A-28
Attachment E

Violence Prevention and Response Policy

Purpose:
The purpose of this policy is to state the campus’ commitment to safety in regards to threats and/or acts of violence.

Scope:
This policy applies to all members of the campus community.

Authority:
The campus Executive Director of Public Safety or designee is assigned responsibility for implementing and maintaining this policy.

Policy:
The University of Illinois at Urbana-Champaign is committed to a safe and nonviolent environment for all students, faculty, staff and visitors. Acts of violence and threats of violence are not acceptable conduct in the campus community and will not be tolerated.

Processes/Procedures/Guidelines:

Violent acts and threats of violence should be reported to the campus police immediately by calling 9-1-1.

In service of its commitment to the welfare, health and safety of all those in its campus community, the campus has developed and maintains a comprehensive Campus Violence Prevention Plan (CVPP) (PDF). Information on this plan can be found in Campus Administrative Manual Section V-C-14, Campus Violence Threat Assessment Policy. The CVPP can be found on the Division of Public Safety’s Website at www.dps.illinois.edu. The CVPP is also linked to the following websites: Office of the Dean of Students, Staff Human Resources, Academic Human Resources, and the Faculty Staff Assistance Program

Exceptions: (None)

Contact: Executive Director of Public Safety
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<td>Revision 1</td>
<td>Executive Director of Public Safety</td>
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Attachment F

Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign

I. University of Illinois at Urbana-Champaign Policy

The commitment of the University of Illinois at Urbana-Champaign (Illinois) to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from invidious discrimination in all its forms. Illinois does not engage in discrimination or harassment, or tolerate discrimination or harassment, against any person because of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

In furtherance of Illinois’ commitment to the principles of equality and equal opportunity for applicants, students, faculty, staff, and visitors, this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein. Illinois will comply with all federal, state, and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Illinois is committed to providing prompt and effective resolution of alleged or suspected incidents of discrimination or harassment. Illinois encourages informal resolutions of discrimination complaints as close to the source as possible. If disciplinary action is warranted, discipline will be imposed in accordance with applicable University statutes and relevant University rules and regulations. Retaliation against any person for coming forward with a complaint or a concern, or for otherwise participating in this process, will not be tolerated. Additionally, Illinois can unilaterally initiate any and all steps under this policy and procedures when it learns, either directly or indirectly, that discrimination, sexual harassment or retaliation is alleged to be taking place.

A. Overview of Prohibited Acts

Illinois is committed to ensuring that its learning and working environments are free from all forms of discrimination and harassment.

This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act Amendments Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act, Title IX of the Education Amendments Act...

1. **Discrimination**: No Illinois student, faculty, staff, applicant, or visitor shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any Illinois service, program or activity on the basis of any of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Illinois, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations, and access to educational programs, activities, services, or facilities.

2. **Harassment**: Harassment, including sexual harassment, is a form of discrimination. Illinois does not tolerate any form of harassment in work, study or residential life. Illinois considers such behavior—whether physical or verbal—to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions in response to alleged or suspected violations of this policy.

   a. **Harassment**: Harassment is unwelcome conduct that is based on: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service. Harassment becomes unlawful when:
      
      • the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive; and
      
      • enduring the offensive conduct becomes a condition of continued employment or participating in an educational program or activity.

   b. **Sexual Harassment**: Sexual harassment is a form of sex discrimination when the conduct is based on an individual’s sex, gender, or sexual orientation. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or
any unwelcome conduct of a sexual nature (including sexual assault, sexual abuse, and other forms of sexual misconduct) when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status in an academic course or program, or participation in an activity; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or a decision affecting an individual's education, status in an academic course or program, or participation in an activity; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Generally, a pattern of unwelcome behavior is required; however, if sufficiently severe, one incident may constitute a hostile environment.

i. **Sexual Assault**: Sexual assault is a severe form of sexual harassment. Sexual assault is a violation of Illinois' sexual harassment policy as well as the State Criminal Code. Sexual assault occurs when there is sexual penetration by force or the threat of force, or when there is sexual penetration and the victim is unable to understand the nature of the act or give knowing consent.

ii. **Sexual Abuse**: Sexual abuse is a severe form of sexual harassment. Sexual abuse is a violation of Illinois' sexual harassment policy as well as the State Criminal Code. Sexual abuse is defined as:

- sexual penetration by force or the threat of force, or when there is sexual penetration and the alleged victim is unable to understand the nature of the act or give knowing consent; or
- sexual conduct or penetration when the alleged victim is under 17 years old.

iii. **Sexual Misconduct**: Sexual misconduct includes, but is not limited to: intentional and undesired physical contact, stalking, attempted or actual kissing or fondling, intimate partner violence, coerced sexual activity, indecent exposure, repeated unsolicited propositions for dates and/or sexual relations, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of
threatening, intimidating, or coercing (physically or psychologically) a person or persons.

3. **Title IX:**

Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. Title IX states as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Title IX also prohibits gender-based harassment, which includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Title IX also applies to admissions, employment, financial aid, athletics, academic matters, career services, housing, counseling and medical services, and all other Illinois programs and activities.

Title IX may be invoked in, but is not limited to, the following circumstances:

a. The provision of less than a fair share of funds for athletic scholarships to females;

b. Inequitable pay for female employees holding similar positions to those held by male counterparts;

c. Discrimination against female students on the basis of pregnancy; and

d. Student-on-student harassment that creates a hostile environment and in which Illinois has failed:
   • to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects; and
   • to investigate a complaint of sexual misconduct promptly, thoroughly, and impartially.

B. **Retaliation**

It is unlawful to retaliate against an individual for opposing practices that discriminate based on a protected class or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or
litigation. Illinois strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights.

C. Policy Application

This policy may be invoked by visitors, students, faculty, staff, applicants, or former employees of the University of Illinois at Urbana-Champaign and by students, applicants, employees, or former employees of University Administration who are located on the Urbana-Champaign campus.

If an employee leaves the University, the employee is encouraged to file a complaint relating to alleged discrimination and/or harassment occurring during that individual’s employment with the University within 30 days following the employee’s termination of employment from the University.

The procedures described in this document will apply to complaints against a graduate assistant, teaching assistant, pre-professional graduate student or research assistant acting in their capacity as a University employee.

II. Reporting

Individuals alleging violation of the policies herein are encouraged to report the alleged violation immediately upon experiencing the alleged misconduct or learning of the alleged misconduct. Individuals reporting alleged or suspected violations of this policy during non-business hours or University designated holidays should contact the Office of Diversity, Equity, and Access at (217) 333-0085 or diversity@illinois.edu, or the Emergency Dean at (217) 333-0050 for student-related matters. University employees to whom misconduct is reported are required to report the alleged misconduct to the appropriate campus office immediately. Reports of sexual misconduct shall be promptly investigated and also reported to the University of Illinois Police Department at (217) 333-1216. Employees who fail to report alleged or suspected violations of this policy to the appropriate campus office in a timely manner may be subject to disciplinary action, up to and including termination.

1. Students:

Students alleging discrimination or harassment allegedly committed by a student in their capacity as a student may submit a report as specified in this policy or by contacting the Office for Student Conflict Resolution. Such complaints should be referred to the Office for Student Conflict Resolution at (217) 333-3680 or conflictresolution@illinois.edu for investigation and resolution under the student disciplinary system procedures.

Students alleging discrimination or harassment as perpetrated by an employee in violation of this policy should contact the Office of Diversity, Equity, and Access at (217) 333-0085 or via email at diversity@illinois.edu. The procedures outlined in Section III below will govern these complaints.
2. Employees:

   Employees who believe that they have been subjected to discrimination or harassment in violation of this policy should contact the Office of Diversity, Equity, and Access. Employees may also contact Academic Human Resources or Staff Human Resources.

3. Applicants and Visitors:

   An applicant who has submitted an application for admission or employment and believes that he/she has been denied employment or the opportunity for employment on the basis of a protected class (see section I, A, 1) should contact the Office of Diversity, Equity, and Access at (217) 333-0085 or diversity@illinois.edu.

   Persons visiting the campus who believe that he/she is subject to conduct that would constitute a violation of the policies herein as perpetrated by a University employee or student should contact the Office of Diversity, Equity, and Access at (217) 333-0085 or diversity@illinois.edu.

III. Procedures for Addressing Discrimination and Harassment

   Illinois is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy about which the University knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred. Illinois’ ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and Illinois’ access to information relevant to the alleged or suspected violation of this policy. Illinois is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. Illinois may, upon finding good cause, modify these procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

   Informal Resolution

   To the extent they feel comfortable, individuals are encouraged to first discuss and seek resolution with the individual(s) against whom the complaint is alleged. Any member of the campus community may consult with the Office of Diversity, Equity, and Access, Staff Human Resources, Academic Human Resources, and the Office of the Dean of Students for advice about conduct that they believe may violate this policy. At any point, an individual may choose to engage the resolution procedures outlined below.
Informal resolutions are designed to operate in an expeditious manner and to empower the parties to reach a mutually satisfactory agreement with the assistance of a neutral third party. The investigator does not make a determination of fact as to whether Illinois policy has been violated as part of the informal resolution process. Instead, the investigator will use conflict resolution techniques to attempt to resolve the concern(s) brought forward in a manner that is satisfactory to all parties. Informal resolution is flexible and invites active participation of all the parties in order to resolve the matter. Moreover, the investigator will only speak to the individuals whose involvement is necessary to facilitate a resolution. In some instances, this might include only the parties directly involved.

*Informal resolution techniques will not be employed in instances in which sexual misconduct that constitutes sexual assault or sexual violence is alleged.*

1. **Informal Resolution Request**

The investigator who receives a complaint or request for informal resolution will attempt to resolve concerns by informal or collegial processes, including mediation, if the complaining party seeks such assistance. To request resolution via informal means, individuals must (1) contact the Office of Diversity, Equity, and Access within 180 days following the last occurrence of the behavior or incident of discrimination that is the subject of the informal resolution, and (2) complete an Informal Resolution Request Form. The Informal Resolution Request Form must provide details sufficient to inform the investigator about the behavior or incident of discrimination and the protected category at issue. The investigator will review the request for resolution and determine if the matter is appropriate for informal resolution and whether the allegations set forth in the request form, if substantiated, would constitute a violation of this policy. If not, the investigator will make a referral to an appropriate office.

If the individual declines to complete the Informal Resolution form, the investigator will either (1) close the matter; or (2) invoke the formal investigation process below if the alleged or suspected misconduct would constitute prohibited discrimination, harassment, or retaliation in violation of this policy.

2. **Informal Resolution Disposition**

If the investigator determines that the allegations are sufficient to establish a claim of discrimination, harassment, or retaliation, he/she shall initiate the informal resolution process. The investigator will attempt to achieve a mutually acceptable resolution within 30 days from the receipt of the Informal Request Form. Any party may pursue a formal investigation if he or she is dissatisfied with a proposed informal resolution.
Informal efforts to address the allegations will conclude with one of the following: (1) a resolution of the complaint by agreement of the parties; or (2) a decision to stop further action. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the initiating party; assisting the responding party to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in educational programs about equal opportunity or harassment; verbal or written reprimands; or other interventions or actions aimed at ending the alleged misconduct.

In concluding the informal resolution phase, the investigator shall submit a report to the parties involved in the allegation and the appropriate executive officer if necessary, but not normally to any other campus-level office. Informal resolution reports will usually be brief. Reports prepared by an investigator, and all records collected during the investigation, shall be kept separate from the official personnel files of the parties.

A. Formal Investigation

If a complaint proceeds to a formal investigation or the matter is not appropriate for informal resolution, a prompt, thorough, and impartial investigation is conducted to determine if a violation of this policy occurred. A formal investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications. At the conclusion of the investigation, a determination based on all of the evidence is provided to the appropriate unit executive along with a recommendation for further action if warranted.

1. Investigation Request

If there is no mutually acceptable informal resolution, a request for a formal investigation may be submitted within 14 days of the informal resolution disposition, or the University may invoke the formal investigation process on its own. A request for a formal investigation should be submitted in writing. Individuals are encouraged to provide as much information as possible, including a description of the discriminatory decisions and/or alleged incident(s) of harassment or other actions that form the basis of the complaint, together with relevant date(s), name(s) of the individual alleged to have violated the policy, i.e. Respondent. The complainant should also include the name(s) of any witnesses, if applicable. The complaint should also state which protected categories are involved. Even absent a complaint or investigation request, Illinois will nonetheless investigate suspected violations of this policy to the extent possible and to the extent necessary to comply with applicable law.
2. Investigation Notification

Prompt notification of a complaint will be provided by the Office of Diversity, Equity, and Access to the Respondent(s), to the department head or supervisor, and to the appropriate executive officer by delivery of a copy of the written complaint. The notification to the Respondent(s) will include a copy of any written complaint or a description of any complaint submitted orally, the identity of the Complainant(s), and these Procedures. Delivery by electronic means is appropriate.

The Respondent(s) will be requested to respond in writing to the complaint within a reasonable time, not to exceed 14 days from the date of delivery of the notification of the complaint. Any extension of time must be approved by the Office of Diversity, Equity, and Access. A copy of the Respondent(s)’s response will be provided to the Complainant.

3. Investigation Assurances

Both the Complainant and Respondent will be provided with the following in connection with the investigation of alleged or suspected violations of this policy:

- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to submit other evidence on their behalf.
- The opportunity to review any information that will be offered by the other party in support of the other party’s position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (“FERPA”) or other applicable law).
- The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
- The opportunity to appeal the outcome of the investigation.

4. Investigation Disposition

All employees and students have an obligation to cooperate in the conduct of these Procedures. Failure to do so may result in disciplinary action. In the event that a Complainant does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview
by the investigator, that may affect the University’s ability to investigate the matter and may result in the complaint being dismissed. The investigator shall provide written notice of the outcome of the investigation to the Complainant(s) and the Respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the investigator may conclude that such information or interview, if provided or conducted, would be adverse to the Respondent.

The investigator will prepare a report at the conclusion of the investigation within 60 days from the date the investigator receives the complaint (or as soon as feasible when extensions are necessary to ensure a thorough investigation). The investigator’s report will contain (1) the Complainant’s allegations or a summary of any other suspected violations; (2) the Respondent’s replies to the allegations or suspected violations; (3) information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) the investigator’s analysis of evidence and findings of fact on each element of the complaint; and (6) any recommendation(s) the investigator may consider pertinent to the disposition of the complaint.

The investigator’s findings of fact shall be made using the preponderance of the evidence standard (i.e., more likely than not). Individuals are presumed innocent unless a preponderance of the evidence supports a finding of misconduct. The preponderance of the evidence standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it. If there is evidence that the complaint was filed without a reasonable basis in fact and honest belief, the investigator shall include that evidence in his or her report. Such conduct could constitute a violation of this policy and shall be reported to the appropriate unit executive, in consultation with the Office of Diversity, Equity, and Access, for appropriate action, including possible disciplinary action.

The investigator shall submit his or her conclusion and recommendation to the Complainant, the Respondent, and the appropriate unit executive officer(s). The unit executive officer (i.e., department head, dean or director, provost or vice-chancellor, as appropriate), in consultation with Legal Counsel, Academic Human Resources or Staff Human Resources as appropriate, and the Office of Diversity, Equity and Access, shall make his or her decision as to the disposition of the case as soon
as possible, but no later than 28 days of the receipt of the investigator’s report (or as soon as feasible when extensions are necessary). This decision shall be in writing and shall include an explanation of the decision. (See Imposition of Sanctions in General Provisions, below.) Copies of the decision will be sent to the Complainant, the Respondent, and other appropriate executive officers, as well as the Office of Diversity, Equity, and Access. The Complainant and Respondent shall be informed of the decision contemporaneously to the greatest extent possible. Illinois may also disclose to the Complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a “no contact” order).

B. Appeals

This part of the procedure allows either the Complainant or the Respondent to appeal the executive officer’s disposition to the next higher administrative officer.

1. Appeal filing

The Complainant and the Respondent each have the right to appeal the executive officer’s decision to the next higher administrative officer within 14 days of the investigator’s written decision from the formal investigation. This appeal may be based on either substantive or procedural grounds. The appeal must be submitted in writing with all supporting materials attached.

2. Appeal resolution

The next higher administrative officer shall decide the appeal as soon as possible, but no later than 45 days of the final submission of appeal materials (or as soon as feasible when extensions are necessary). The explicit concurrence of the Associate Chancellor with the decision is also required. The administrative officer’s decision shall be in writing, shall include an explanation, and shall be submitted to the Complainant, the Respondent, the lower-level executive officer, and the Office of Diversity, Equity, and Access. This written decision on the appeal shall constitute the final administrative action of the University.

C. Student-on-Student Discrimination or Harassment

The Office for Student Conflict Resolution has procedural jurisdiction in instances in which one student accuses another student of engaging in activity that violates this policy. These procedures can be accessed at http://www.conflictresolution.illinois.edu/student_discipline/default.asp or
IV. Title IX Reporting and Procedures

. Role of the Lead Title IX Coordinator and Contact Information

The Lead Title IX Coordinator is responsible for overseeing all of Illinois’ Title IX compliance efforts, including gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. The Title IX Coordinator coordinates Illinois’ efforts to end the alleged discrimination, prevent its recurrence, and remedy its effects on the victim and the Illinois community.

The Lead Title IX Coordinator can be reached by contacting the Office of Diversity, Equity, and Access via email at diversity@illinois.edu, via telephone at (217) 333-0886, or in person by visiting 100 Swanlund Administration Building, 601 E. John Street, Champaign, IL 61820.

A. Reporting

Individuals alleging a violation of Title IX shall contact the Lead Title IX Coordinator or a Deputy Title IX Coordinator. Deputy Title IX Coordinators are University employees who have been trained and designated by the Lead Title IX Coordinator to receive and investigate allegations of sexual harassment.

Individuals may also seek guidance from and/or file a complaint with the Office for Civil Rights. See How to File a Discrimination Complaint with the Office for Civil Rights for additional information.

B. Procedures

Upon receipt of a Title IX allegation, the Lead Title IX Coordinator shall assign the complaint to a Deputy Title IX Coordinator to investigate the alleged violation. The investigation shall be conducted pursuant to the procedures outlined above.

The Lead Title IX Coordinator shall confer with and/or seek guidance from the Title IX Advisory Committee on matters that he/she deems appropriate.

A student or employee who has experienced a sexual assault or other act of sexual violence may also contact proper law enforcement authorities (e.g., by calling 911), including Illinois police or local police, about possibly filing a criminal complaint. The Lead and Deputy Title IX Coordinators are available to assist students in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of Illinois’ investigation, but Illinois will commence its own investigation as soon as is practicable under
the circumstances. Illinois reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

C. **Title IX Advisory Committee**

A Title IX Advisory Committee convenes biannually (or more frequently as needed) to review and discuss reported incidents of sexual harassment (including sexual assault and sexual violence) undergo training, identify educational opportunities for the campus, and make policy recommendations. The committee is chaired by the Lead Title IX Coordinator and is comprised of the Deputy Title IX Coordinators and individuals from select Illinois departments.

V. **General Provisions**

- **Terminology:**
  1. **Employee** is any individual who performs services for the campus or the University in exchange for pay, benefits, or University affiliate status, including but not limited to: tenure and tenure track faculty, adjunct faculty, lecturers, instructors, teaching associates, academic professionals, visiting academic professionals, civil service personnel, extra-help personnel, academic hourly personnel, graduate assistants, pre and postdoctoral fellows, and undergraduate and graduate hourly students.
  2. **Student** includes any person enrolled in a course or program of study at Illinois or another University campus. Student includes but is not limited to persons classified as: undergraduate, graduate, professional, and individuals enrolled in a degree or non-degree granting curriculum.
  3. **Complainant** is the individual(s) alleging a violation of the policies herein.
  4. **Respondent** is the individual(s)/entity (i.e., department, unit, agency) against whom a complaint is filed and/or is the designee for responding to the charge of discrimination or harassment.
  5. **Deputy Title IX Coordinators** are University employees who have been trained and designated by the Lead Title IX Coordinator to receive and investigate allegations of sexual harassment.

A. **Administrative Responsibility:**

The Associate Chancellor will serve as the Lead Title IX Coordinator in the operation of these procedures. To assure consistent assessment and handling of complaints, the Associate Chancellor will have the lead responsibility for overseeing all aspects of this policy. Vice chancellors, deans, directors and department heads will share the responsibility for the
effective functioning of these procedures within their units, subject to oversight by the Office of Diversity, Equity, and Access.

When a complaint concerns a University Administration employee, the Office of the President shall be responsible for implementing the procedures described in this policy, and the final decision or concurrence shall rest with the President, or his or her designee, rather than with the Office of Diversity, Equity, and Access.

B. Alteration of procedure:

Illinois can unilaterally initiate any and all steps under this policy and procedures when it learns, either directly or indirectly, that discrimination, harassment or retaliation is alleged to be taking or has taken place. The Office of Diversity, Equity, and Access may alter any of the requirements of these procedures, including extending timelines, provided that the alteration does not impair the ability of the complainant to bring a complaint or the respondent to defend himself or herself. Any substantive alterations of these procedures will be communicated to the pertinent parties.

C. Confidentiality:

Illinois strives to maintain confidentiality to the greatest extent possible and may require those involved to maintain confidentiality, particularly when confidentiality is required to protect witnesses, prevent evidence from being destroyed, avert a threat that subsequent testimony would be fabricated, or prevent a cover-up. Information will be protected to the extent permitted by law. Complainants are advised, however, that confidentiality can only be respected insofar as it does not interfere with Illinois' obligation to investigate alleged or suspected violations of this policy and to take corrective action.

D. Conflict of interest:

A conflict of interest may arise if a participant, administrator, or investigator has a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, administrator, or investigator who has a conflict of interest in a dispute covered by these procedures, or a concern about a conflict on the part of another, shall report it to the Associate Chancellor. The Associate Chancellor shall decide how to address the situation. If there is a conflict of interest involving the Associate Chancellor, the Chancellor shall decide how to address the situation. If there is a conflict of interest involving the Chancellor, the President shall decide how to address the situation.

E. Interim corrective administrative action:
At any time after informal resolution or a complaint has been filed, and before final disposition of the dispute, the Office of Diversity, Equity, and Access may authorize corrective/interim administrative action to protect the best interests of the University. For example, Illinois reserves the right to suspend any member of the Illinois community suspected or accused of violating this policy or to take any other interim measures deemed appropriate, pending the outcome of an investigation or grievance, so long as such action is permitted by and taken in accordance with any other applicable disciplinary procedures. Other interim measures can include, but are not limited to, removing a student from campus housing or an employee from a particular work environment, modifying work or course schedules, and issuing a “no contact” order. In situations involving suspected or alleged sexual harassment, sexual assault, or sexual violence, Illinois also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a “no contact” order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible and in accordance with any other applicable disciplinary procedures.

F. Days:

All references to days mean calendar days unless specified otherwise.

G. Exclusivity:

Except as otherwise noted above, these procedures are intended to be the exclusive procedures used for all complaints alleging violations of this policy. However, these procedures shall not deprive students or employees of access to other appeal or problem-solving processes on campus, including those offered through their units, the Office for Student Conflict Resolution, the Faculty Advisory Committee or the Professional Advisory Committee, Policy and Rules Non-Academic, and negotiated grievance procedures in collective bargaining agreements.

These procedures may be implemented irrespective of any criminal proceeding or administrative action pursued in accordance with applicable departmental or University policies.

H. Impartiality:

Investigators and Deputy Title IX Coordinators do not function as advocates for complainants or respondents. Rather, they are designated to serve as problem solvers, fact finders or investigators as appropriate. Investigators and Deputy Title IX Coordinators will inform complainants and respondents about other campus offices where they may seek support or advocacy.
In cases in which a complainant files his/her complaint with a federal or State agency while his/her complaint is pending with the Office of Diversity, Equity, and Access, the internal complaint may be terminated if it is determined that the Office of Diversity, Equity, and Access' ability to continue its inquiry or investigation in an impartial manner is compromised.

I. Imposition of sanctions:

The imposition of sanctions or discipline, if recommended, will proceed in accordance with Illinois and federal statutes and relevant campus policy, rules and regulations.

J. Records:

The reports and other records created or compiled under these procedures are to be generated, distributed and maintained as specified at the different steps. Records are not intended to become part of the official personnel files of the Complainant or the Respondent, although there are circumstances where this may be appropriate. Access to records is to be limited to the disputants and, on a need-to-know basis, to appropriate unit-level or campus-level administrators.

K. Representation:

Any party to a dispute may be accompanied by an advisor of choice at any meeting that occurs under these procedures. If any party's adviser of choice at a meeting is to be an attorney, all participants must be informed at least three working days prior to the meeting. The investigator may request the advice of legal counsel at any time. An advisor or support person may not, however, stand in place of either the Complainant or the Respondent, or otherwise participate in the process.

L. Resources:

The following offices are resources for members of the campus community who believe they have been subject to discrimination and harassment: the Office of Diversity, Equity, and Access, Office of the Dean of Students, Office for Student Conflict Resolution, the Lead and Deputy Title IX Coordinators, the ADA/Section 504 Coordinator(s), Graduate College, Staff Human Resources, Academic Human Resources Office, and departmental human resource staff.

Date Issued: February 25, 2000
Date Revised: November 5, 2012 (View previous version of this policy)
Approved by: Chancellor
Personnel Policies: Section IX/B — 3
Contact Campus Administrative Manual staff to request an addition or revision to the Campus Administrative Manual.
STAFF PROCEDURES FOR STUDENTS IN NEED OF MENTAL TREATMENT

When a staff member encounters a student in need of mental treatment, each has a responsibility to assist with no unnecessary delay in a manner prescribed herein.

From time to time a staff member will encounter a student in need of mental treatment. Chapter 91 1/2 of the Illinois Revised Statutes is referred to as the Mental Health Code Act. That Act defines a "Person in need of Mental Treatment as any person afflicted with mental illness (not including a person who is mentally retarded) who as a result of mental illness is REASONABLY EXPECTED TO INTENTIONALLY OR UNINTENTIONALLY PHYSICALLY INJURE HIMSELF OR OTHER PERSONS, or is unable to care for himself so as to protect himself from physical injury or to provide for his own physical needs."

Under Illinois law, persons may be committed involuntarily to a hospital for observation, only if they are judged likely to cause physical harm to themselves or to others. A petition for involuntary commitment must be accompanied by the certificate of a physician certifying that the person is in need of immediate hospitalization. Only in rare and exceptional circumstances can involuntary hospitalization be accomplished without the certificate of a physician.

When a staff member has knowledge of a student in need of mental treatment he/she has a responsibility to assist in one or more of the following ways:

1. Referral to either the
   McKinley Health Center Mental Health Division, 333-2710
   or
   Psychological and Counseling Center, 206 Student Services Building, 333-3700.

2. Consultation in person or by telephone with one of the psychiatrists or psychologists if student is willing to accept a referral for evaluation.
3. If the student is willing, escort the student to McKinley Hospital. If assistance in
transportation is needed, call the University Police, 333-1212. They will decide on what basis and under what arrangements the student may be transported. If an ambulance is needed, the police officer can make arrangements over his/her radio.

4. If the student is unwilling, consult a professionally competent person from the Mental Health Division or the Psychological and Counseling Center.

WHEN THE DETERMINATION IS MADE THAT A PERSON IS IN NEED OF MENTAL TREATMENT AND "IMMEDIATE HOSPITALIZATION IS NECESSARY FOR THE PROTECTION FROM PHYSICAL HARM OF SUCH PERSON, OR OTHERS..." IT IS IMPERATIVE THAT THERE BE NO UNNECESSARY DELAY.

When it becomes necessary for any staff member to initiate an "emergency admission" for a person "in need of mental treatment", the Emergency Campus Affairs Dean on duty must be notified, 333-0050.

Date Issued: September 1, 1988
Approved by: Vice Chancellor for Student Affairs
Student Affairs Policies: Section X - 3