

Department of Biological Sciences - Guide for reporting inappropriate behavior or behavior of concern

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

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

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

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

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

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

	<p>Departmental ombuds</p> <ul style="list-style-type: none"> • faculty members Dr. Chris Sahley (sahley@purdue.edu) and Dr. Henry Chang (hcchang@purdue.edu) • Director of Academic Programs, Dr. Linda Girouard (lgirouar@purdue.edu) • graduate student Becca Trapp (rtrapp@purdue.edu) 	Depends on mode of contact and person's schedule	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
	<p>Faculty ombuds https://www.purdue.edu/provost/faculty/resources/meetOmbudsperson.html</p> <p>Although primarily for faculty, the Faculty Ombudsperson has been approached by graduate students and staff members (although not often), and can be a potential "go-to" for anyone at the University.</p>	Typically within 24 hours	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
	<p>Purdue Hotline report www.purdue.edu/hotline/</p> <p>This hotline exists for reporting concerns anonymously about unethical or illegal behavior, in more than 40 categories (e.g., inappropriate communication, sexual harassment, research/academic misconduct).</p> <p>This is the University's option for online + anonymous reporting. Reporting by phone is also possible.</p> <p>The Hotline is overseen by the Internal Audit Office, which operates largely by <i>referring the report to the appropriate office on campus to handle the report.</i></p>	<p>Referral to appropriate area is made as soon as possible during business hours.</p> <p>After a report is referred, the timing is dependent on that area receiving the referral.</p>	<p>Response is typically a <u>referral</u> to another area on campus.</p> <p>Depending on the nature of the situation, these areas could be:</p> <ul style="list-style-type: none"> • Human Resources (HR) • The Graduate School • Office of the Dean of Students • Department head • Research Integrity Office (e.g., for research misconduct allegations) 	HR, Grad School, or other office contacted would contact appropriate parties for information gathering	<p>Can report anonymously</p> <p>You will receive a confirmation number. This number will allow you to check the status of your report, and also allows Purdue administrators the opportunity to ask you questions or request additional information from you, if necessary.</p>	<p>Actionable next steps depend on nature of the report</p> <p>Resolutions may be confidential (i.e., not reported or revealed to the person who did the initial report).</p> <p>With an anonymous report, the ability of the area doing follow-up may be limited, depending on the extent of information provided or withheld.</p>

	<p>Office of Institutional Equity (OIE), including Title IX - www.purdue.edu/oie/index.php</p> <p>OIE handles a range of complaints and reports, including:</p> <ul style="list-style-type: none"> • harassment • discrimination • Title IX violation allegations <p>Title IX includes sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program. More information on Title IX, including requests for anonymity, is here: https://www.purdue.edu/ethics/resources/titleIX-complaints.php</p> <p>OIE handles incident reports and also formal complaints, and has formal and informal resolution processes.</p>	<p>Aim is to respond within 24-48 business hours, but on occasion more time may pass.</p> <p>Once a formal complaint is received, a University Investigator will be appointed within ten calendar days</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p> <p>Complaint Resolution process is outlined at: https://www.purdue.edu/oie/Office%20of%20Institutional%20Equity/investigations.php</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p>	<p>Can report anonymously</p> <p>Be advised that complaint will be shared with the person being reported (which may impact the details the person reporting chooses to put in an anonymous report).</p> <p>The University will honor the Complainant's request for anonymity to the extent possible based on a careful balancing of the request with any legal reporting requirements, the risk of harm to any individual, and the University's duty to maintain a safe and non-discriminatory environment.</p>	<p>mandatory reporting obligations ¹</p> <p>Be aware of the differences between a report incident and a formal complaint. A formal complaint initiates an investigation.</p>
	<p>Center for Advocacy, Response, and Education (CARE) – for "confidential support and advocacy for survivors of sexual violence, dating violence, and stalking."</p>	<p>Most requests are handled in 24-48 hours.</p> <p>Phone number for crisis after-</p>	<p>Variety of services and resources offered – "CARE provides confidential support and advocacy for survivors of sexual</p>	<p>Actionable next steps depend on nature of the report</p> <p>Can help with protective orders.</p>	<p>Confidential - recommended as a good first place to go for matters related to power-</p>	<p>CARE is a Campus Security Authority (CSA), and in this capacity provides information to campus security, but</p>

	<p>Because CARE is confidential, CARE is recommended as a good first place to go for matters related to power-based personal violence, and as able to advise on rights, options, resources.</p> <p>Click on "confidential resources" at https://www.purdue.edu/harassment/harassment/campus.php</p> <p>765-495-CARE (2273) https://www.purdue.edu/odos/care/</p>	<p>hours report (staff are on call)</p> <p>"Report an incident" online form goes to OIE (see above)</p>	<p>violence, dating violence, and stalking. CARE staff provide resources and direct services that are non-judgmental, survivor-focused and empowering."</p>		<p>based personal violence</p> <p>Online reporting form (available at https://www.purdue.edu/odos/care/) can be completed anonymously, by withholding your name.</p> <p>You can check "Email me a copy of this report" for your records.</p>	<p>does not give identifying information (i.e, reporter can be anonymous).</p> <p><u>Not</u> obligated to do mandatory reporting; confidentiality is waived only in cases when someone is in imminent danger.</p>
	<p>Counseling and Psychological Services (CAPS)</p> <p>Not so much a place to report, but a place to seek support</p> <p>601 Stadium Mall Drive (in PUSH) PUSH, Room 224 and PSYC, Room 1120 Monday-Friday, 8 a.m.-5 p.m. 765-494-6995</p>	<p>Appt availability will vary</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Confidential</p>	<p>Not applicable</p>

If you are a ...	Entity to report to	Typical time to respond to initial report	Next step after report	Subsequent steps in process	Matters related to protection for person reporting	Things to be aware of
Staff member	Departmental ombuds: <ul style="list-style-type: none"> faculty members Dr. Chris Sahley (sahley@purdue.edu) and Dr. Henry Chang (hcchang@purdue.edu) Director of Academic Programs and staff member, Dr. Linda Girouard (lgirouar@purdue.edu) graduate student Becca Trapp (rtrapp@purdue.edu) 	Depends on mode of contact and person's schedule	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
	HR Business Partner, Justine Sailors (justine@purdue.edu) Dedicated human resources representative for employees in the College of Science available for confidential consultation. Can be contacted directly for advice, counsel and/or referral to appropriate resources.	Typically within 24-48 hours	Confidential conversation between employee and HRBP. Next steps are dependent on the circumstances.	Actionable next steps depend on nature of the report	Report can be confidential, except for Title IX mandatory reporting obligations and/or personal health and safety of employee or others	mandatory reporting obligations ¹ Resolutions may be confidential, and not reported to the person who did the initial report.
	Faculty ombuds https://www.purdue.edu/provost/faculty/resources/meetOmbudsperson.html Although primarily for faculty, the Faculty Ombudsperson has been approached by graduate students and staff members (although not often), and can be a potential "go-to" for anyone at the University.	Typically within 24 hours	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹
	Supervisor	Depends on mode of contact and person's schedule	Depends on if consultation or request for referral/report Human Resources (HR) likely would be contacted for follow-	HR contacts appropriate parties for information gathering HR may contact Department Head		mandatory reporting obligations ¹

			up on the reported concern			
	<p>Purdue Hotline report www.purdue.edu/hotline/</p> <p>This hotline exists for reporting concerns anonymously about unethical or illegal behavior, in more than 40 categories (e.g., inappropriate communication, sexual harassment, research/academic misconduct).</p> <p>This is the University's option for online + anonymous reporting. Reporting by phone is also possible.</p> <p>The Hotline is overseen by the Internal Audit Office, and operates largely by <i>referring the report to the appropriate office on campus to handle the report.</i></p>	<p>Referral to appropriate area is made as soon as possible during business hours.</p> <p>After a report is referred, the timing is dependent on that area receiving the referral.</p>	<p>Response is typically a referral to another area on campus.</p> <p>Depending on the nature of the situation, these areas could be:</p> <ul style="list-style-type: none"> • Human Resources (HR) • The Graduate School • Office of the Dean of Students • Research Integrity Office (e.g., for research misconduct allegations) 	<p>HR, Grad School, or other office contacted would contact appropriate parties for information gathering</p>	<p>Can report anonymously</p> <p>You will receive a confirmation number. This number will allow you to check the status of your report and allows Purdue administrators the opportunity to ask you questions or request additional information from you, if necessary.</p>	<p>Actionable next steps depend on nature of the report</p> <p>Resolutions may be confidential, and not reported to the person who did the initial report.</p> <p>Ability of the area doing follow-up respond to and act on an anonymous report may be limited.</p>
	<p>Office of Institutional Equity (OIE), including Title IX - www.purdue.edu/oie/index.php</p> <p>OIE handles a range of complaints and reports, including:</p> <ul style="list-style-type: none"> • harassment • discrimination • Title IX violation allegations <p>Title IX includes sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program. More information on Title IX, including requests for anonymity, is here: https://www.purdue.edu/ethics/resources/titleIX-complaints.php</p>	<p>Aim is to respond within 24-48 business hours, but on occasion more time may pass.</p> <p>Once a formal complaint is received, a University Investigator will be appointed within ten calendar days</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p> <p>Complaint Resolution process is outlined at: https://www.purdue.edu/oie/Office%20of%20Institutional%20Equity/investigations.php</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p>	<p>Can report anonymously</p> <p>Be advised that complaint will be shared with the person being reported (which may impact the details the person reporting chooses to put in an anonymous report).</p>	<p>mandatory reporting obligations ¹</p> <p>Be aware of the differences between a report incident and a formal complaint. A formal complaint initiates an investigation.</p>

	<p>OIE handles incident reports and also formal complaints, and has formal and informal resolution processes.</p>				<p>The University will honor the Complainant's request for anonymity to the extent possible based on a careful balancing of the request with any legal reporting requirements, the risk of harm to any individual, and the University's duty to maintain a safe and non-discriminatory environment.</p>	
	<p>Center for Advocacy, Response, and Education (CARE) – for "confidential support and advocacy for survivors of sexual violence, dating violence, and stalking."</p> <p>Because CARE is confidential, CARE is recommended as a good first place to go for matters related to power-based personal violence, and as able to advise on rights, options, resources.</p> <p>Click on "confidential resources" at https://www.purdue.edu/harassment/harassment/campus.php</p> <p>765-495-CARE (2273) https://www.purdue.edu/odos/care/</p>	<p>Most requests are handled in 24-48 hours.</p> <p>Phone number for crisis after-hours report (staff are on call)</p> <p>"Report an incident" online form goes to OIE (see above)</p>	<p>Variety of services and resources offered – "CARE provides confidential support and advocacy for survivors of sexual violence, dating violence, and stalking. CARE staff provide resources and direct services that are non-judgmental, survivor-focused and empowering."</p>	<p>Actionable next steps depend on nature of the report</p> <p>Can help with protective orders.</p>	<p>Confidential - recommended as a good first place to go for matters related to power-based personal violence</p> <p>Online reporting form (available at https://www.purdue.edu/odos/care/) can be completed anonymously, by withholding your name.</p> <p>You can check "Email me a copy</p>	<p>CARE is a Campus Security Authority (CSA), and in this capacity provides information to campus security, but does not give identifying information (i.e, reporter can be anonymous).</p> <p><u>Not</u> obligated to do mandatory reporting; confidentiality is waived only in cases when someone is in imminent danger.</p>

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Faculty member	Departmental ombuds: <ul style="list-style-type: none"> • faculty members Dr. Chris Sahley (sahley@purdue.edu) and Dr. Henry Chang (hcchang@purdue.edu) • Director of Academic Programs, Dr. Linda Girouard (lgrouard@purdue.edu) • graduate student Becca Trapp (rtrapp@purdue.edu) 	Depends on mode of contact and person's schedule, but typically within 24-48 hours	Depends on if consultation or request for referral or report	Ombuds may refer you to other resources		mandatory reporting obligations ¹
	Faculty ombuds https://www.purdue.edu/provost/faculty/resources/meetOmbudsperson.html <ul style="list-style-type: none"> • Listens to faculty concerns. • Analyzes these concerns and explores with the faculty and administration options for resolving the concerns. (Your name will not be revealed unless you give your permission.) • Provides information to faculty about policies and services. • Facilitates dialogue between faculty and University offices and administrators. • Applies common sense conflict resolution and conciliation methods to assist with the informal resolution of faculty concerns prior to the filing of a grievance. • Recommends changes in policy and/or work procedures. 	Typically within 24 hours	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹

	<p>HR Business Partner, Justine Sailors (justine@purdue.edu)</p> <p>Dedicated human resources representative for employees in the College of Science available for confidential consultation. Can be contacted directly for advice, counsel and/or referral to appropriate resources.</p>	<p>Typically within 24-48 hours</p>	<p>Confidential conversation between employee and HRBP.</p> <p>Next steps are dependent on the circumstances.</p>	<p>Actionable next steps depend on nature of the report</p>	<p>Report can be confidential, except for Title IX mandatory reporting obligations and/or personal health and safety of employee or others</p>	<p>mandatory reporting obligations ¹</p> <p>Resolutions may be confidential, and not reported to the person who did the initial report.</p>
	<p>Purdue Hotline report www.purdue.edu/hotline/</p> <p>This hotline exists for reporting concerns anonymously about unethical or illegal behavior, in more than 40 categories (e.g., inappropriate communication, sexual harassment, research/academic misconduct).</p> <p>This is the University's option for online + anonymous reporting. Reporting by phone is also possible.</p> <p>The Hotline is overseen by the Internal Audit Office, and operates largely by <i>referring the report to the appropriate office on campus to handle the report.</i></p>	<p>Referral to appropriate area is made as soon as possible during business hours.</p> <p>After a report is referred, the timing is dependent on that area receiving the referral.</p>	<p>Response is typically a <u>referral</u> to another area on campus.</p> <p>Depending on the nature of the situation, these areas could be:</p> <ul style="list-style-type: none"> • Human Resources (HR) • The Graduate School • Office of the Dean of Students • Research Integrity Office (e.g., for research misconduct allegations) 	<p>HR, Grad School, or other office contacted would contact appropriate parties for information gathering</p>	<p>Can report anonymously</p> <p>You will receive a confirmation number. This number will allow you to check the status of your report and allows Purdue administrators the opportunity to ask you questions or request additional information from you, if necessary.</p>	<p>Actionable next steps depend on nature of the report</p> <p>Resolutions may be confidential, and never reported to the person who did the initial report.</p> <p>Ability of the area doing follow-up respond to and act on an anonymous report may be limited.</p>
	<p>Office of Institutional Equity (OIE), including Title IX - www.purdue.edu/oie/index.php</p> <p>OIE handles a range of complaints and reports, including:</p> <ul style="list-style-type: none"> • harassment • discrimination • Title IX violation allegations 	<p>Aim is to respond within 24-48 business hours, but on occasion more time may pass.</p> <p>Once a formal complaint is received, a</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p>	<p>Can report anonymously</p> <p>Be advised that complaint will be shared with the person being reported (which may impact the details the person</p>	<p>mandatory reporting obligations ¹</p> <p>Be aware of the differences between a report incident and a formal complaint. A formal complaint initiates an investigation.</p>

	<p>Title IX includes sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program. More information on Title IX, including requests for anonymity, is here: https://www.purdue.edu/ethics/resources/titleIX-complaints.php</p> <p>OIE handles incident reports and also formal complaints, and has formal and informal resolution processes.</p>	<p>University Investigator will be appointed within ten calendar days</p>	<p>Complaint Resolution process is outlined at: https://www.purdue.edu/oie/Office%20of%20Institutional%20Equity/investigations.php</p>		<p>reporting chooses to put in an anonymous report).</p> <p>The University will honor the Complainant's request for anonymity to the extent possible based on a careful balancing of the request with any legal reporting requirements, the risk of harm to any individual, and the University's duty to maintain a safe and non-discriminatory environment.</p>	
	<p>Center for Advocacy, Response, and Education (CARE) – for "confidential support and advocacy for survivors of sexual violence, dating violence, and stalking."</p> <p>Because CARE is confidential, CARE is recommended as a good first place to go for matters related to power-based personal violence, and as able to advise on rights, options, resources.</p> <p>Click on "confidential resources" at https://www.purdue.edu/harassment/harassment/campus.php</p> <p>765-495-CARE (2273) https://www.purdue.edu/odos/care/</p>	<p>Most requests are handled in 24-48 hours.</p> <p>Phone number for crisis after-hours report (staff are on call)</p> <p>"Report an incident" online form goes to OIE (see above)</p>	<p>Variety of services and resources offered – "CARE provides confidential support and advocacy for survivors of sexual violence, dating violence, and stalking. CARE staff provide resources and direct services that are non-judgmental, survivor-focused and empowering."</p>	<p>Actionable next steps depend on nature of the report</p> <p>Can help with protective orders.</p>	<p>Confidential - recommended as a good first place to go for matters related to power-based personal violence</p> <p>Online reporting form (available at https://www.purdue.edu/odos/care/) can be completed anonymously, by withholding your name.</p>	<p>CARE is a Campus Security Authority (CSA), and in this capacity provides information to campus security, but does not give identifying information (i.e., reporter can be anonymous). <u>Not</u> obligated to do mandatory reporting; confidentiality is waived only in cases</p>

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	<p>Faculty ombuds https://www.purdue.edu/provost/faculty/resources/meetOmbudsperson.html</p> <p>Although primarily for faculty, the Faculty Ombudsperson has been approached by graduate students and staff members (although not often), and can be a potential "go-to" for anyone at the University.</p>	Typically within 24 hours	Depends on if consultation or request for referral/report	Ombuds may refer you to other resources	Confidential, except in instances of mandatory reporting obligations	mandatory reporting obligations ¹

<p>Office of Institutional Equity (OIE), including Title IX - www.purdue.edu/oie/index.php</p> <p>OIE handles a range of complaints and reports, including:</p> <ul style="list-style-type: none"> • harassment • discrimination • Title IX violation allegations <p>Title IX includes sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program. More information on Title IX, including requests for anonymity, is here: https://www.purdue.edu/ethics/resources/titleIX-complaints.php</p> <p>OIE handles incident reports and also formal complaints, and has formal and informal resolution processes.</p>	<p>Aim is to respond within 24-48 business hours, but on occasion more time may pass.</p> <p>Once a formal complaint is received, a University Investigator will be appointed within ten calendar days</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p> <p>Complaint Resolution process is outlined at: https://www.purdue.edu/oie/Office%20of%20Institutional%20Equity/investigations.php</p>	<p>Actionable next steps depend on nature of the report, including whether it is an incident report, or a formal complaint (which initiates a formal investigation).</p>	<p>Can report anonymously</p> <p>Be advised that complaint will be shared with the person being reported (which may impact the details the person reporting chooses to put in an anonymous report).</p> <p>The University will honor the Complainant’s request for anonymity to the extent possible based on a careful balancing of the request with any legal reporting requirements, the risk of harm to any individual, and the University's duty to maintain a safe and non-discriminatory environment for all.</p>	<p>mandatory reporting obligations ¹</p> <p>Be aware of the differences between a report incident and a formal complaint. A formal complaint initiates an investigation.</p>
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¹ Mandatory reporters are a range of individuals employed by the University, including University leadership (President, vice president, provost, dean, department head, director), employees in supervisory or management roles, and other staff who have authority and responsibility to initiate corrective

measures on behalf of the University. **Mandatory reporting refers to the obligation to report instances of discrimination and harassment that are violations of Title IX (<https://www.purdue.edu/titleix/>) or the University's Anti-harassment policy (<https://www.purdue.edu/policies/ethics/iic1.html>).** Title IX includes sexual assault, stalking, sexual harassment, relationship violence, sexual violence, and sexual exploitation when it occurs on campus or in connection with a domestic University program.

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

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