Sexual Harassment
INFORMATION REPORT

Instructions to resource persons: Please complete when you receive a sexual harassment complaint or concern and return to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802 or to aao@psu.edu.

1. Date: ____________________________  Title IX _____ (student complaints)

2. Who is bringing the complaint?
   Name ____________________________
   Gender _____
   University Role:
   _____ Faculty  _____ Tech. service employee
   _____ Staff  _____ Graduate assistant
   _____ Student  _____ Other (please specify)

3. Who is the complaint about?
   Name ____________________________
   Gender _____
   University Role:
   _____ Faculty  _____ Tech. service employee
   _____ Staff  _____ Graduate assistant
   _____ Student  _____ Other (please specify)

4. What is the relationship between the alleged harasser and the alleged victim?
   _____ Supervisor (academic or employment)
   _____ Peer (co-worker or fellow student)
   _____ Other (explain)

5. Date(s), time(s) and location(s) when the action complained about took place.

6. Please include a brief description of events. (Attach additional sheet, if necessary.)
7. The complainant wishes to:
   ______ Proceed immediately with informal resolution
   ______ Refer to Affirmative Action Office for formal investigation
   ______ Refer to Student Conduct for formal investigation
   ______ Think further about processing complaint;
                will contact again by_______________
Comments:

8. Is the complainant willing to have her/his name used in discussion of the matter
   at this stage with the alleged harasser or that person's supervisor, if applicable?
   ______ Yes
   ______ No
   ______ Undecided (Will be treated as "No")

9. What action/remedy does the complainant want as a result of the informal
   complaint?

   Action to be taken by:
   ______ Complainant      ______ Sexual Harassment Resource Person
   ______ Talk to alleged harasser
   ______ Talk to Supervisor/
         Department Head
   ______ Write letter to alleged
         harasser (SHRP may assist)
   ______ Talk to alleged harasser
   ______ Talk to Supervisor/
         Department Head
   ______ Refer to AAO
   ______ Refer to Student Conduct
   ______ Refer to CAPS
   ______ Refer to Police Services
   ______ Other Action

10. How will the complainant be informed of the resolution or outcome?
    ______ Telephone call
    ______ Written response (includes email)
    ______ Follow-up meeting
    ______ Other (please specify)

11. Name and position of resource person completing report:

12. College, Department or Campus: