

**Case Management USER ROLES**

Incident Categories	Executive Report Recipients	Email Address	Case Managers	Email Address	Investigators	Email Address
<b>Academic Affairs</b>						
	University Legal Counsel		Assistant Vice President for Academic Affairs			
	Vice President for Academic Affairs or Provost					
<b>Athletics Issues</b>						
	University Legal Counsel		NCAA Compliance Officer or Athletic Director			
	Vice President for Academic Affairs or Provost					
<b>Financial Matters</b>						
	University Legal Counsel		Controller			
	Vice President for Business & Finance or Chief Business Officer					
<b>Health &amp; Safety</b>						
	University Legal Counsel		Chief of Police			
	Vice President for Academic Affairs or Provost					
<b>Human Resource Issues</b>						
	University Legal Counsel		Director of Human Resources			
	Director of Human Resources					
<b>Information Technology Issues</b>						
	University Legal Counsel		Assistant Vice President for Information Technology			
	Vice President for Information Technology or Chief Information Officer					
<b>Research Issues</b>						
	University Legal Counsel		Assistant Vice President for Academic Affairs			
	Vice President for Academic Affairs or Provost					

A couple of things you may want to include:

1. It may be desirable to have more than one Case Manager for incident categories depending on campus needs.
2. If there is a campus auditor, they may want to include that individual as an executive report recipient for all incident categories as well.
3. The above scenario is intended only as an example.

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Incident Categories	Executive Report Recipients	Email Address	Case Managers	Email Address	Investigators	Email Address
<b>Academic Affairs</b>			Deans			
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NOTE: Hotline Triage Team member\*\*

 APPROVED BY CABINET 12/10/19;  
 Revisions Adopted 3/24/20;  
 3/23/21; 8/23/22; 8/23/23; 3/14/2024