

Student Affairs Policy

To: All members of the University Community

2015-1

Date: August 2015

RESPONSIBLE EMPLOYEE POLICY and definition regarding reporting sexual harassment including sexual violence

A Responsible Employee includes any employee who:

- has the authority to take action to redress sexual harassment including sexual violence, or
- who has a duty to report to appropriate school officials (Title IX Coordinator) sexual harassment including sexual violence or any other misconduct by students or employees; or
- whom an individual could reasonably believe has this authority or responsibility.

The following officials have been designated as Responsible Employees for complaint reporting purposes:

- Academic Department and School Chairs and Directors, and other Academic Unit heads
- Academic, Education and Career advisors/counselors Administrative Unit heads
- Athletic coaches, assistant coaches, trainers, directors, assistant directors, advisors, associate directors, and managers
- Camp Counselors and Staff and Faculty working with Camps
- Deans, Associate Deans, and Assistant Deans
- Department of Public Safety Officers and Employees (Sergeants, Captains, Chief, Command Staff)
- Faculty members, part time instructors and adjunct instructors
- Housing and Residence Life Staff, including Resident Assistants
- Human Resources Staff
- Office of Diversity and Inclusion employees
- President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, and Directors
- Student Affairs Staff (*with the exception of Birkam Health and Counseling Center Staff*)
- Title IX Coordinator and any Deputy Coordinators
- Other Administrators/Employees with supervisory responsibilities and/or who supervise students

The University requires that all Responsible Employees immediately share all known details related to a report of *sexual violence* with the Title IX Coordinator or designee. This connects a complainant to information and resources and enables the University to take appropriate action to eliminate, prevent and address any hostile environment that may exist.

Responsible Employees should make every attempt to ensure the individual recognizes the following:

1. *The Responsible Employee's duty to report the names of the alleged perpetrator(s) and individual(s) involved as well as pertinent facts concerning the alleged occurrence (date, time, and location) to the Title IX Coordinator or other appropriate school officials,*
2. *the option to request confidentiality from the institution, which the Title IX Coordinator will consider, and*
3. *the individual's opportunity to share the information confidentially with counseling or mental health, health or sexual assault services.*

Individuals designated as Campus Security Authorities and/or Responsible Employees will safeguard an individual's privacy and only share information with a small circle of individuals who are directly involved in the resolution of a report under this policy.

Not all employees are identified as Responsible Employees in this policy; however, if an individual could reasonably believe an employee has the authority or responsibility to report, they would be considered a Responsible Employee. Given that, all employees should immediately share all known details of an incident of sexual violence (names of the alleged perpetrator(s) and individual(s) involved as well as pertinent facts concerning the alleged occurrence - date, time, and location) with the Title IX Coordinator or designee to help protect students (and employees) and the campus community.