

Employee Sexual Misconduct Reporting Obligations

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex. The University has adopted specific procedures for ending discrimination, preventing recurrence, and seeking to remedy the effects of the discrimination.

All University employees are expected to report sexual harassment, regardless of where it occurs, to the Title IX Coordinator or to a Deputy Title IX Coordinator when they receive a report of such conduct or witness such conduct. The report must include all known relevant details of the alleged sexual harassment. This reporting obligation includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role.

Sexual harassment, also called sexual misconduct, comes in many forms including, but not limited to, sexual assault, domestic violence, dating violence, stalking, hostile environment sexual harassment, and quid pro quo sexual harassment. Please refer to the Sexual Harassment Policy and Related Title IX Grievance Procedures for more information about these types of sexual harassment and the University's response to reports made under this policy.

If you feel that someone is about to disclose a sexual harassment matter, share the following:

- That as an employee, you have reporting responsibilities, and that, depending upon what the individual shares with you, you may have an obligation to share details with the Title IX Coordinator/Deputy, including their name, the name of the person accused, and other information that is shared
- That the University will strive to honor requests for confidentiality and/or no action but may not be able to do so in the interest of the individual's safety or the safety of other University community member(s)

That the individual may disclose the matter confidentially to the Personal Counseling Center (231-591-5968) on the Big Rapids Campus; at KCAD Counseling and Disability Services (616-259-1136); or off-campus at the Women's Information Services (WISE) 1-800-374-WISE or National Sexual Assault Hotline 1-800-656-4673

When someone discloses experiencing Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence or Stalking:

Respond, Refer, and Report

RESPOND: Listen without judgment. Reassure them that you will connect them to support and services available. Let them know that the University takes these matters seriously and has policies prohibiting misconduct and retaliation

REFER: If a student, connect the individual to campus confidential support resources at the campus the student attends. For Big Rapids and Statewide, contact the Personal Counseling Center at 231-591-5968; for KCAD, contact Counseling and Disability Services at KCAD 616-259-1136) or offer to call an off-campus 24-hour crisis sexual assault or domestic violence advocate hotline with them (phone numbers above). If an employee or an individual not affiliated with Ferris, please refer to WISE or the National Sexual Assault Hotline.

REPORT: Let them know that the Title IX Coordinator/Deputy or someone on their behalf will be following up with them to ensure they are aware of all the resources and options available to them. Notify the appropriate Title IX Coordinator/Deputy by phone or email as soon as practical (see below)

The Title IX Coordinator/Deputy will require that you share the following information (if known):

Your name, position, and contact information

Date, time and location of the incident(s) and date incident was disclosed to you

Name and contact information of individuals involved

As much factual detail of the incident as possible

If there has been a request for confidentiality and/or no action

Big Rapids Campus and KCAD: For allegations against employees contact Kylie Piette, Director of Equal Opportunity, 231-591-2152 / KyliePiette@ferris.edu; for allegations against students contact the University Title IX Coordinator, Kaitlin Zies, 231-591-2088 / KaitlinZies@ferris.edu

Statewide and Online Locations: For allegations against employees contact Jocelyn Goheen, Director of Student Services, 616-643-5741 / JocelynGoheen@ferris.edu or Kylie Piette, Director of Equal Opportunity, 231-591-2152 / KyliePiette@ferris.edu; for allegations against students contact Jocelyn Goheen (contact info above)

Questions: Consult with the University Title IX Coordinator 231-591-2088