

FREQUENTLY ASKED QUESTIONS FOR RESPONSIBLE EMPLOYEES



What is a responsible employee?

All employees (who do not have legally protected confidentiality) are responsible employees. This includes, but is not limited to: faculty, coaches, staff members, and Resident Advisors.

What are my duties as a responsible employee?

If you become aware of or observe a possible violation of the Sexual and Interpersonal Violence Policy, you must promptly report all known information about the incident to the Civil Rights & Title IX Office. You are not responsible for investigating or gathering additional information.

What types of conduct must I report?

You are responsible for reporting conduct that might constitute sexual harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, complicity, sex or gender-based discrimination, gender-based harassment, or retaliation. Definitions for these terms are available in the Sexual and Interpersonal Misconduct Policy.

What if I am unsure whether I have to report a specific incident?

If you are unsure if your responsible employee obligations apply to a specific situation, err on the side of caution and file a report or call/email the Civil Rights & Title IX Office and ask for guidance.

What if the person asks me not to make a report?

Explain that as a responsible employee you are obligated to notify the Civil Rights & Title IX Office and that they will receive an email offering to meet to discuss options and resources. Share that they do not have to respond to the email and that just because a report has been made does not mean that the other person will be notified or that an investigation is being opened.

