RESPONSIBLE EMPLOYEES
Reporting Sexual Misconduct, Discrimination and Harassment

WHO
ISU has identified the following community members as Responsible Employees:
• All supervisors and university officials
• All coaches, trainers, and other athletic staff that interact directly with students
• All employees who work in offices that interact directly with students
• All faculty who offer instruction to students, including professors, adjuncts, and lecturers
• All advisors
• All student affairs administrators
• All residential staff
Visit sexualmisconduct.dso.iastate.edu for additional information

WHAT
Examples of Conduct that Must be Reported
• Sexual assault
• Stalking
• Relationship violence
• Unwanted sexual touching
• Discrimination or hostile work environment based on protected class
• Hiring decisions based on protected class

Information to Report:
• Name of individual(s) involved
• Known witnesses
• Date & Time
• Location
• Other relevant details

If in doubt, REPORT!

WHEN
Responsible employees are expected to report known and rumored misconduct immediately.

DO NOT:
• Investigate the conduct
• Prejudge involved parties
• Talk to others about the conduct or incident
• Wait to report until conduct escalates

WHERE
Report all concerns to ISU’s Title IX Office.
Office of Equal Opportunity
3410 Beardshear Hall
515-294-7612
eooffice@iastate.edu

WHY
Reporting is important for many reasons including:
• Required by federal law and university policy
• Failure/ delay could cause harm to those involved
• Failure/ delay could expose ISU to legal and regulatory liability

HOW
Tips for communicating with impacted individuals
• Thank the individual for coming forward and sharing their experience; assure them that their report will be taken seriously.
• Inform the individual that as a Responsible Employee you are required to notify appropriate university personnel of the concern.
• Assure them that they determine their level of involvement in any university process and are protected against retaliation.
• Share resources with the individual including victim advocacy at ACCESS, counseling at Student Counseling Services and Employee Assistance; and medical / health services at Thielens Student Health Center and Mary Greeley Medical Center. A comprehensive list of resources can be found in the Title IX Resource Guide or by visiting sexualmisconduct.dso.iastate.edu

OFFICE OF EQUAL OPPORTUNITY
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