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

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

WHAT
Responsible Employees are obligated to report all information they learn concerning sexual misconduct, discrimination & harassment.

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 Thielen 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