

RESPONSIBLE EMPLOYEES

Reporting Title IX Sexual Harassment, Discrimination, and Harassment

Responsible Employees are responsible for reporting all information brought to their attention regarding incidents of Prohibited Title IX Sexual Harassment as well as discrimination and harassment based on protected class.

WHO ←

ISU has identified the following community members as Responsible Employees:

- All instructors, including full-time professors, adjuncts, lecturers, adjunct instructors, and any others who offer classroom instruction or office hours to students;
- All advisors;
- All coaches, trainers, and other athletic staff that interact directly with students;
- All student affairs administrators;
- All residential hall staff;
- All supervisors and university officials; and
- All employees who work in offices that interface with students.

Visit sexualmisconduct.dso.iastate.edu for additional information

Examples of conduct that must be reported

- Sexual Harassment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Discrimination on the basis of a protected class
- Harassment on the basis of a protected class

**If in doubt,
REPORT!**

→ WHAT

Responsible Employees are obligated to report any information they learn to OEO concerning Title IX sexual harassment, as well as discrimination and harassment on the basis of a protected class.

Information to report:

- Name of individual(s) affected and reported perpetrators
- Any witnesses
- Date, Time, Location
- Other relevant details

WHY ←

- To ensure that impacted parties are informed of available support, resources, and available complaint processes
- To allow the university to respond appropriately



Responsible employees need to report the above information immediately.

→ WHEN

**OFFICE OF
EQUAL OPPORTUNITY**
3410 Beardshear Hall
515-294-7612
eooffice@iastate.edu

WHAT HAPPENS NEXT ←

After you report to the Office of Equal Opportunity, OEO sends the impacted party an email providing resources, options, and support. Reporting to OEO does not trigger a formal complaint or investigation.

→ DO

Share options for resources and support.

- Confidential resources include:
 - ACCESS
 - ISU Student Counseling Services
 - Thielen Student Health Center
 - Student Legal Services
- Campus confidential resources include:
 - Center for LGBTQIA+ Student Success
 - Margaret Sloss Center for Women and Gender Equity

DON'T ←

- Discuss or share any information related to the incident with anyone other than those directly involved in handling the university's response
- Promise individuals confidentiality or anonymity
- Withhold relevant information from the Office of Equal Opportunity

OFFICE OF EQUAL OPPORTUNITY

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