How to Handle Disclosures of Gender-Based Harassment & Sexual Misconduct

What Are The Legal Requirements?

- Angelo State University is deemed to have notice of an incident of gender-based harassment or sexual misconduct if a responsible employee (mandatory reporter) knew, or in the exercise of reasonable care should have known, that the misconduct occurred.
- All University Employees deemed responsible employees (faculty, staff, administrators, and student employees) are required by federal law to immediately report actual or suspected gender-based harassment or sexual misconduct to the Director of Title IX / Title IX Coordinator. When informed of an incident, employees must refer all known details about the incident to the Director of Title IX / Title IX Coordinator.
  - Note: Once this information is reported to the Director of Title IX / Title IX Coordinator, the information will remain private and will be shared only with those administrators who have a legitimate need to know in order to best assist and support the student.
- If during a disclosure to an employee, a reporting student requests confidentiality or asks that no action be taken, the employee must still refer all known information to the Director of Title IX / Title IX Coordinator, who will evaluate requests for confidentiality with consideration for whether a continuing threat to either the victim or the campus community exists.
  - Remember, if a victim requests confidentiality before sharing information about gender-based harassment or sexual misconduct with a responsible employee, the responsible employee should refer the student to a confidential reporter such as the University Counseling Center, a medical professional, or clergy member.
- Additionally, a responsible employee will not share information with law enforcement without the reporting student’s permission, and even when permission is granted, that employee must still inform the Director of Title IX / Title IX Coordinator. The University’s responsibilities exist regardless of the involvement of law enforcement.
  - If the reporting student requests to make a report to law enforcement, the employee should assist the student in doing so.

How Do I Fulfill My Responsibilities?

- First and foremost, listen to the reporting student. Be supportive but do not probe for details, define the student’s experience, interrupt, or question the student. Remember, your role is not to investigate the incident, but rather to refer the student to the appropriate administrators who can most effectively provide remedial support, resources, and options for resolution.
- Say: “I want to get you connected with a staff member who can assist you with options and resources.”
- You can then forward the details of an incident to the Director of Title IX / Title IX Coordinator by using the form found at http://www.angelo.edu/services/title-ix/file-a-complaint.php or by contacting:
  
  Michelle Boone  
  Director of Title IX / Title IX Coordinator  
  michelle.boone@angelo.edu / (325) 942-2047

- You should encourage the reporting student to speak with the Director of Title IX / Title IX Coordinator, even if they are unsure at the time whether they want to file a formal report.
- Explain to the reporting student that the Director of Title IX / Title IX Coordinator will contact the reporting student to provide information about available support and resources to the student but will not contact the responding student (alleged student) or otherwise escalate the situation without first consulting with the reporting student.
- Understand that Angelo State University’s jurisdiction for addressing sexual misconduct is not limited to only on-campus incidents. In many instances, the University is required by federal law to look into an incident regardless of where it occurred. As such, you should report any instance of sexual misconduct or harassment to the Director of Title IX / Title IX Coordinator, regardless of the incident’s location.
- Understand that any person can report alleged sexual misconduct or harassment, including faculty, students, staff, administration, guests, visitors, etc. These reports are also to be reported to the Director of Title IX / Title IX Coordinator.

Please contact Michelle Boone with any Title IX questions or issues related to Title IX at michelle.boone@angelo.edu or 325-942-2047