



TITLE IX PROCESS

HOW TO REPORT

All University Employees deemed responsible employees (faculty, staff, administrators, and student employees) are required by federal law to immediately report all known details of actual or suspected gender-based harassment or sexual misconduct to the Office of Title IX Compliance. Reports can be made directly to the following people:

Director of Title IX/Title IX Coordinator:
Michelle Boone
Administration Building, Room 204
michelle.boone@angelo.edu
325-486-6357

Title IX Officer: Kalyn Coffey
University Center, Room 112
kalyn.coffey@angelo.edu
325-486-6362

Reports can also be made utilizing the online reporting form found at:

www.angelo.edu/incident-form

WHAT HAPPENS NEXT?

When a report is made, either the Director of Title IX/Title IX Coordinator or Title IX Officer will make contact with the student via ASU email requesting a follow up meeting to discuss the report. During this meeting the reporting student will be provided information about available support and resources as well as information about the Title IX investigation process.

The Title IX Office will not contact the responding party (alleged student) or otherwise act on the report without first consulting with the reporting student.

FMI: WWW.ANGELO.EDU/TITLEIX



HOW DO I FULFILL MY RESPONSIBILITIES?

- Let the student know that you want to get them connected with someone from the Title IX Office who can assist them with options and resources.
- As a Responsible Employee, you will need to report all known details of the incident to the Office of Title IX Compliance by using the online reporting form or by contacting Title IX staff directly.
- 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 assist the student in connecting with appropriate administrators who can most effectively provide remedial support, resources, and options for resolution.
- Explain to the reporting student that following your report, someone from the Title IX office will contact the reporting student to provide information about available support and resources, but will not contact the responding student (alleged student) or otherwise act on the report without first consulting with the reporting student.
- You should encourage the reporting student to speak with the Title IX office, even if they are unsure at the time whether they want to file a formal complaint.
- 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 Title IX office 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 Office of Title IX Compliance.