

Office of Title IX Compliance Guide for Responsible Employees

REPORTING REQUIREMENTS

All employees, including student employees, who in the course and scope of their employment, witness or receive information regarding the occurrence of an allegation of sexual misconduct;

Alleged to have been committed by or against an individual who was a student enrolled at or an employee of the University at the time of the incident;

Must promptly report all known details associated with the incident to the Office of Title IX Compliance using the information below.

Reports may be made directly to the following people:

Title IX Coordinator:
Michelle Miller
Mayer Administration Building, Room 210
michelle.miller@angelo.edu
325-942-2022

Title IX Officer:
Milan McMurray
Mayer Administration Building, Room 210
milan.mcmurray@angelo.edu
325-942-2022

Reports may also be made by utilizing the online reporting form found at :
www.angelo.edu/incident-form

WHAT HAPPENS AFTER A REPORT IS SUBMITTED?

When a report is made, the Director of Title IX/Title IX Coordinator or Title IX Officer will contact the student via email to request a follow up meeting to discuss the report. During this meeting, staff from the Office of Title IX Compliance will discuss with the student their options in addressing the report, the student's safety, remedies, and resources available to the student.

FMI: WWW.ANGELO.EDU/TITLE-IX

TIPS FOR FULFILLING RESPONSIBILITIES AS A RESPONSIBLE EMPLOYEE

- Listen to the complainant (individual alleged to have been subject to sexual misconduct). Be supportive but do not probe for details, define the complainant's experience, interrupt, or question the complainant.
- Let the complainant know that you want to get them connected with the Office of Title IX Compliance and encourage them to respond or communicate with the office for assistance with resources and options on how to address the report.
- Explain that following your report, the Office of Title IX Compliance will contact the complainant to provide information about available support and resources, but will not contact the Responding Party (alleged individual) or otherwise act on the report without first consulting with the complainant.
- As a Responsible Employee, you will need to report all known details (no matter how much or how little information you have) of the incident directly to the Office of Title IX Compliance.
 - Employees shall report information that they witness, receive first hand, via "hearsay," overhear or are otherwise made aware of.
- Understand that Angelo State University's jurisdiction for addressing sexual misconduct is not limited to only on-campus incidents. As such, you should report any instance of sexual misconduct or harassment to the Office of Title IX Compliance regardless of the incident's location.

WHAT ARE POSSIBLE OUTCOMES OF NOT FULFILLING RESPONSIBILITIES AS A RESPONSIBLE EMPLOYEE?

Failure to report Sexual Harassment, Sexual Assault, Dating Violence, or Stalking under the TTU System Regulation 07.06 is a violation of state law that shall result in termination of employment and may result in criminal penalties. (Note that this determination will be made following an investigation).

Should you have any questions regarding the fulfillment of responsibilities as a responsible employee, please contact the Office of Title IX Compliance by utilizing the contact information below:

Phone: 325-942-2022

Email: title.ix@angelo.edu

Location: Mayer Administration Building, Room 210