

## **Columbus State University Employees' Responsibility for Reporting Sexual Violence or Harassment**

Under Title IX, a University is required to take immediate and corrective action if a "responsible employee" knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. A "responsible employee" includes any employee who:

- Has the authority to take action to redress the harassment;
- Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
- A student could reasonably believe has the authority or responsibility to take action.

Employees with supervisory and leadership responsibilities on campus are considered "responsible employees." This includes, faculty, coaches and administrators.

The University requires that all "responsible employees" share a report of misconduct with one of the following:

- Title IX Coordinator, Laurie Jones, Director of Human Resources 706-507-8920
- Deputy Title IX Coordinator, Dr. Aaron Reese, Assistant Vice President for Student Affairs and Dean of Students 706-507-8730
- Deputy Title IX Coordinator, Annette Brown, Human Resources Administration and Benefits Manager 706-507-8920

The Title IX team, under the guidance of the Title IX Coordinator, will conduct an initial assessment of the conduct, the Complainant's expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community.

All Columbus State University community members, even those who are not obligated to do so by this policy, are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking or intimate partner violence directly to the Title IX Coordinator or a member of the Title IX team. The University cannot take appropriate action unless an incident is reported to the College.

In order to assist a student who reports an incident of sexual violence, University employees should refer to Sexual Assault and Violence Education website resource to the "What Should I Do If I Am Sexually Assaulted?" pdf that can be printed off and given to the student. <http://sa.columbusstate.edu/dos/save.php>