RESPONSIBLE EMPLOYEES
Reporting Sexual Misconduct

WHO
ISU has identified the following community members as Responsible Employees:
- All supervisors and university officials
- All coaches, trainers, and other athletic staff that interact directly with students
- All employees who work in offices that interact directly with students
- All faculty who offer instruction to students, including professors, adjuncts, and lecturers
- All advisors
- All student affairs administrators
- All residential staff

Visit sexualmisconduct.dso.iastate.edu for additional information

Examples of conduct that must be reported
- Sexual Misconduct
- Sexual Assault
- Sexual Harassment
- Stalking
- Intimate Partner Violence

WHAT
Responsible Employees are obligated to report all information they learn concerning sexual misconduct, discrimination & harassment.

Information to report:
- Name of individual(s) involved
- Known witnesses
- Date & Time
- Location
- Other relevant details

If in doubt, REPORT!

WHEN
Responsible employees are expected to report known and rumored misconduct immediately.

DO NOT:
- Investigate the conduct
- Prejudge involved parties
- Talk to others about the conduct or incident
- Wait to report until conduct escalates
- Take punitive action
WHY

Reporting is important for many reasons including:

- Required by federal law and university policy
- Failure/delay could cause harm to those involved
- Failure/delay could expose ISU to legal and regulatory liability

HOW

Tips for communicating with impacted individuals:

- Thank the individual for coming forward and sharing their experience; assure them that their report will be taken seriously.
- Inform the individual that as a Responsible Employee you are required to notify appropriate university personnel of the concern.
- Assure them that they determine their level of involvement in any university process and are protected against retaliation.
- Share resources with the individual including victim advocacy at ACCESS, counseling at Student Counseling Services and Employee Assistance; and medical/health services at Thielen Student Health Center and Mary Greeley Medical Center.
  - A comprehensive list of resources can be found in the Title IX Resource Guide or by visiting sexualmisconduct.dso.iastate.edu