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

If in doubt, REPORT!

Responsible Employees are expected to report known and rumored misconduct immediately.

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

Do Not:

- Investigate the conduct
- Prejudge involved parties
- Talk to others about the conduct or incident
- Wait to report until conduct escalates
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

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