



WHAT RESPONSIBLE EMPLOYEES NEED TO KNOW

WHEN STUDENTS REPORT RELATIONSHIP VIOLENCE OR SEXUAL MISCONDUCT

Before

Inform students that because student safety and well-being is EMU's highest priority, you are required to report any incident of relationship violence or sexual misconduct to the Title IX Coordinator.

Consider discussing your reporting obligations with students at the start of each semester. Faculty members should include Title IX information and reporting mandates in each of their syllabi.

During

Try to compassionately interrupt the student before they share specific information with you, in order to remind them of your role and your obligation to report the details they share with you.

Be clear that they can still talk with you, but that you want them to be able to make an informed decision before they continue.

If they want to continue, provide non-judgmental support. Avoid telling students what to do; instead direct them towards EMU's confidential resources and encourage them to respond to outreach from the Title IX office, as well.

After

Though responsible employees must report the names of the involved parties when known, inform students that they have the ability to request confidentiality during the Title IX process and that you will communicate that request to the Title IX Coordinator in your report. To the greatest extent possible, EMU will maintain their confidentiality.

File a report at emu.edu/safecampus. The report must include all details shared by the student related to the conduct: name of parties involved, including witnesses; date(s); time(s); location(s); and relevant facts.

Contact the Title IX coordinator (titleixcoordinator@emu.edu) with any questions.

RESPONSIBLE EMPLOYEE DEFINITION:

A responsible employee is every faculty, staff, and volunteer on campus who works with students or minors, with the exception of confidential employees. Confidential employees at EMU include licensed mental health clinicians, licensed medical health professionals, and licensed/credentialed campus pastors when they are acting in those official roles. EMU's Survivor Advocate is also a confidential resource.

All responsible employees must immediately report to the Title IX coordinator any harassment, sexual misconduct, or other form of conduct prohibited under the Relationship Violence and Sexual Misconduct Policy reported to them or observed by them, including the names of the parties involved, if known, and all reportable details. The university requires everyone in the campus community, including confidential employees, to report the suspected abuse of those under the age of 18. If you have questions about whether or not something you were told needs to be reported, please call or email EMU's Title IX Coordinator.

TO FILE A REPORT: emu.edu/safecampus

TO READ THE RSVM POLICY: <https://emu.edu.titleixdocs/relationship-violence-policy.pdf>

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