

Responsible Employees

Know Your 9

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Dean of Students & Title IX Coordinator

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX of the Education Amendments of 1972

Why is Title IX Important?

- 20-25% of college women will be victims of attempted or actual sexual assault.
- 6% of undergraduate college men will be victims of attempted or actual sexual assault.
- 13% of college women report being stalked each year.
- Between 80 and 90 percent of cases, the victim and perpetrator know each other.
- The more intimate the relationship, the more likely it is for rape to be completed rather than attempted.
- Fewer than 5% of student victims report to authorities or law enforcement.

Impact on the Institution

- Retention
- Legal Liabilities
- Reputation
- Demands on fiscal resources
- Demands on human resources
- Safety concerns for the community

What is Title IX on Our Campus?

The coordination of our institution's compliance efforts on gender discrimination, sexual harassment, retaliation, sexual assault/misconduct, and related civil rights investigations.

Who is obligated to report?

All MUW employees (except licensed counselors, medical personnel, and clergy) are required to report any and all sexual misconduct activity to the Title IX Coordinator. This does not mean that an investigation will be conducted.

If a reporting party wishes to maintain confidentiality or requests that no investigation into an incident be conducted, the incident must still be reported to the Title IX Coordinator.

The University will weight the complainant's request for confidentiality against its obligation to provide a safe and nondiscriminatory environment for all students and employees.

What Does Responsible Employee Mean?

A “responsible employee” includes any employee who:

Has the authority to take action to redress the harassment;

Has the duty to report harassment or other types of misconduct to appropriate officials;

OR

Is someone a student could reasonably believe has this authority or responsibility.

When Should I contact the Title IX Coordinator?

As a responsible employee (faculty, staff and student employees) should contact the coordinator when there is a concern about gender-based discrimination and harassment, including sexual misconduct. Responsible employees are obligated to report.

What must be reported:

- Sexual misconduct
- Sexual harassment
- Sexual assault
- Dating violence
- Domestic violence
- Gender discrimination
- Stalking

Tips on how to let students know you are a Responsible Employee

- Discuss it on the first day of class.
- Include it on the syllabus for class.
- When meeting with a student, always begin with a disclosure that makes the student aware that you can not maintain confidentiality and you are obligated to report any sexual misconduct.

Confidential Resources

Who can hold confidentiality?

- ✓ Licensed Professional Counselors
- ✓ Clergy
- ✓ Medical Professionals

Everyone else is obligated to report.

As a Responsible Employee, what do I report?

Name of all individuals (if known)

Date

Time

Location

Description of Event (facts – what you were told)

How do I report?

“Title IX” option is located at the bottom middle of The W homepage.

The screenshot shows the homepage of The W (Mississippi University for Women). At the top, there is a 'ScreenShot Link' toolbar with social media share icons. The main content area features several articles and announcements. A red circle highlights the 'Title IX' link in the footer navigation menu, which is located between 'Ethics Line' and 'Branding'. The footer also includes the university's name, founding date, address, and phone number.

1417x614

quality education is the top priority. Best Master of

Science in Nursing has found Mississippi University of Women's RN-BSN program ranks as one of the best in the nation in both categories.

[READ MORE ...](#)

Announcements

- MUW Credit Union Enrollment

Mississippi University for Women graduates to heal the world.

[READ MORE ...](#)

CCNE Accreditation Information

Find out more about the accreditation process for our Graduate Nursing programs and how to make a comment.

[Department of Graduate Nursing >](#)

Disclosures File a Report Ethics Line **Title IX** Branding Emergency

The W Mississippi University for Women
FOUNDED 1884 COEDUCATIONAL SINCE 1982

1100 College Street, Columbus, MS 39701
1-877-GO-2-THEW FREE

Created: Today at 4:21 pm File size: 2.71 MB Image size: 1423x2880 © ScreenShotLink 2013-2015 Cancel OK

How do I report?

Select “File a report concerning a student’s behavior”



File A Report

Google™ Custom Search

Search ✕

1030x612

To File A Report

[File a report concerning an academic/classroom concern \(Early Alert\)](#)

If you are a faculty/staff member and are submitting a **report relating to academic/classroom issues**. [Click Here](#).

[File a report concerning a student's behavior](#)

If you wish to **report an incident that involves a behavioral issue, improper conduct, threatening behavior or is a violation of the student code of conduct concerning a student**. [Click Here](#).

[File a report concerning Faculty or Staff \(EthicsPoint\)](#)

If you wish to report an incident that involves a behavioral issue, improper conduct or threatening behavior concerning faculty or staff. [Click Here](#).

[File a report concerning Sexual Misconduct](#)

- [Disclosures](#)
- [Minors on Campus](#)
- [Title IX](#)
- [File a Report](#)

Background Information

Your full name: Or, you may write Anonymous

Your position/title: If Not Applicable - Leave Blank


Your phone number:

Your email address:

Your physical address:

* Nature of this report:

Urgency of this report:

* Date of incident:  must be formatted **YYYY-MM-DD**

Time of incident: :

* Location of incident:

Location of incident:

Involved Parties

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For students, faculty and staff members, please enter the MUW ID number. For non-students, please list an SSN or Drivers License number in the block labeled SID if available.

<input type="text" value="Name or Organization"/>	<input type="text" value="====[Select Gender]===="/>	<input type="text" value="====[Select Role]===="/>	<input type="text" value="ID Number"/>
<input type="text" value="DOB (YYYY-MM-DD)"/>	<input type="text" value="Phone number"/>	<input type="text" value="Email address"/>	<input type="text" value="Hall/Address"/>

In this section, fill in as much information as possible.



Here you will list all parties that were involved.



Description/Narrative

Please provide a detailed description of the incident/concern using specific concise, objective language.

Were there any witnesses to the alleged sexual misconduct?

Yes

If yes, please provide witness names, contact numbers and email addresses, if known.

Have efforts been made to resolve this complaint?

Yes

What would you like to see happen?

If the person preparing this complaint is not the victim, but is assisting the victim, please provide the following information:

Name and Relationship to Victim

* Please provide a detailed description of the incident/concern using specific concise, objective language.

[Check Spelling & Preview](#)

Supporting Documentation

Answer these questions
If possible.



In the narrative, please give
factual information and
details.



Attach support docs here.



What happens after I report?

- Report will be reviewed by the Title IX Coordinator and a determination will be made if an investigation needs to be completed.
- The University will weigh the reporting party's request for confidentiality against its obligation to provide a safe and nondiscriminatory environment for all students and employees.
- Title IX Coordinator will reach out to the Reporting Party to ensure all information is in report.
- Then Title IX Coordinator will contact the individual in the report.
- Our goal is to take the appropriate actions to ensure we:
 - Stop the harassment
 - Remedy the effects
 - Prevent recurrence



Sexual Misconduct

Two Types of Reviews

- Informal Resolution
- Formal Complaint Process

Informal Resolution

- Informal resolution may be appropriate if the conduct is isolated or non-threatening.
- Informal resolution is not an option for cases of sexual assault, including sexual or inappropriate touching of any kind.
- If one chooses to proceed informally, the employee or student should contact the Title IX Coordinator to report the sexual harassment or misconduct and specify they wish to proceed informally.
- Resolution at the informal complaint process will be mediated by the Title IX Coordinator, or his/her designee, and may include an agreement in which one or more of the parties involved agree to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances of each case.
- To the extent the parties are able to achieve a satisfactory resolution of the complaint through the informal resolution process, the complaint will be considered resolved.
- The reporting party and responding party will receive written notification of the outcome and disposition of the complaint.
- In cases in which a mutually satisfactory informal resolution cannot be achieved, either the reporting party and responding party may request in writing to advance the complaint to the formal complaint process.

Formal Complaint Process

Preliminary Investigation

Upon receiving a complaint or report of sexual misconduct, the Title IX Coordinator has the initial responsibility of determining whether there is sufficient evidence of a violation of the University's sexual misconduct policy which would justify proceeding with a formal investigation. The Title IX Coordinator shall make this initial preliminary investigation within ten (10) business days of receiving a complaint.

Formal investigation

The Title IX Coordinator shall notify the reporting party (individual filing report of misconduct) when the formal investigation commences and provide a tentative time frame for the completion of the investigation and the decision. The Title IX Coordinator shall also prepare and send notice of the complaint to the responding party (individual accused of the misconduct), which will include the tentative time frame for the completion of the investigation and the decision.

If there is a finding of no violation of the University Sexual Misconduct Policy, the process is concluded. The Title IX Coordinator will give written notice of the findings and termination of the proceedings to the reporting party, responding party, and appropriate university administrators.

If there is a finding of a violation of the University Sexual Misconduct Policy, the Title IX Coordinator will convene with the Sanctioning Official to determine the appropriate sanction(s) to be imposed.

When a Person Comes to You

- ✓ Listen. Be there.
- ✓ Communicate without judgment.
- ✓ Encourage the survivor to get support.
- ✓ Share resources but realize that only they can make the decision to get help.
- ✓ Be patient. Remember, there is no timetable for recovering from trauma.
- ✓ Avoid putting pressure on them to engage in activities they aren't ready to do yet.
- ✓ Encourage them to practice good self-care during this difficult time.
- ✓ Remind them you are obligated to report to Title IX Coordinator.

Continued Support

There's no timetable when it comes to recovering from sexual misconduct. If someone trusted you enough to disclose the event, consider the following ways to show your continued support.

- **Check in periodically.** The event may have happened a long time ago, but that doesn't mean the pain is gone. Check in to show you care about their well-being.
- **Avoid judgment.** It can be difficult to watch a survivor struggle with the [effects of sexual assault](#) for an extended period of time. Avoid phrases that suggest they're taking too long to recover such as, "You've been acting like this for a while now," or "How much longer will you feel this way?"
- **Remember that the healing process is fluid.** Everyone has bad days. Don't interpret flashbacks, bad days, or silent spells as "setbacks." It's all part of the process.
- **Know your resources** You're a strong supporter, but that doesn't mean you're equipped to manage someone else's health. Become familiar with resources on and off campus.

Title IX – Website

- Sexual Misconduct Policy
- Reporting Options
- Procedure Flow Chart
- Title IX Deputies
- Get Help Now
- How to Help a Friend
- Prevention & Protection
- Programming & Training
- Resources



Sexual Misconduct Scenario

A student tells her faculty member that she was raped by a student at an off campus party. She identified the perpetrator by name. The student demands the faculty member not tell anyone.

Have Title IX requirements been fulfilled?

What should you do?

Sexual Misconduct Scenario

A student worker in your office shows you 45 text messages that her boyfriend sent her last night while she was at the library. He wanted to “make sure he knew where she was.” She said he has been waiting outside her dorm each morning and has started calling her friends asking about her.

Is this a Title IX matter?

As a faculty or staff member, what should you tell her?

What would be our next steps?

A Two Sentence Wrap-Up

The college has a duty to promptly address complaints of sex discrimination, including sexual harassment and sexual violence, to limit the effects of the discrimination, and to prevent its recurrence.

The best way to meet this requirement efficiently is to have a clear and functional reporting channel to the Title IX Coordinator and to train the campus community about how to recognize sex discrimination and/or misconduct and how to report it.

Question & Answer Time