

## **Appendix D: Responsible Employees**

### **Obligations of Responsible Employees**

When a Responsible Employee knows or reasonably should know of possible sexual misconduct, the Office of Civil Rights deems a University to have notice of the sexual misconduct. The University must take immediate and appropriate steps to investigate or otherwise determine what occurred, and, if the University determines that sexual misconduct created a hostile environment, the University must then take appropriate steps to address the situation.

Subject to the exemption for privileged and confidential University employees, a Responsible Employee must report to the University's Title IX Coordinator, all relevant details about the alleged sexual misconduct that the student or another person has shared and that the University will need to determine what occurred and to resolve the situation. This includes:

- (1) the names of the alleged perpetrator (if known),
- (2) the student who experienced the alleged sexual violence, other students involved in the alleged sexual violence, as well as
- (3) relevant facts, including the date, time, and location.

Before an employee or student reveals information that they may wish to keep confidential, a Responsible Employee should make every effort to ensure that the disclosing party understands:

- (1) the person's obligation to report the names of the alleged perpetrator and the person involved in the alleged sexual misconduct, as well as relevant facts regarding the alleged incident (date, time and location) to the Title IX Coordinator;
- (2) the person's option to request that the university maintain his or her confidentiality, which the Title IX Coordinator will consider; and
- (3) the person's ability to share the information confidentially with counseling, mental, health, or sexual assault-related services

Employees who are considered "Responsible Employees" at Wright State University for purposes of reporting are as follows:

- President
- Provost
- Senior Executives such as Vice Provosts and Vice Presidents
- Deans and Chairs
- Department Heads
- Campus Police
- Director-level professional staff
- Student affairs staff and student affairs professionals
- Disability programs offices professional
- Campus Recreation professional staff
- Student Success Center or Learning Center staff
- All academic and student advisors

- Residential Life and Housing staff
- Culture and Identity staff
- Office of Fraternity and Sorority Life, or Greek Life
- Office of Student Conduct
- Department of Athletics: Coaches, athletic directors, player personnel
- Office of Human Resources, Employee Relations, Management Relations
- EEO & Diversity and Inclusion Office
- Study Abroad Office professional staff
- All faculty members who lead programs overseas
- Admissions senior staff
- Faculty advisors to student groups