



Responsible Employee Reporting Under Title IX: Guidelines for Faculty and Staff of Nebraska Wesleyan University¹

Nebraska Wesleyan University has defined all employees, both faculty and professional staff, as a responsible employee when it comes to receiving information about sexual assault, domestic violence, dating violence, stalking, sexual harassment or gender discrimination.

As a responsible employee, when you become aware of an alleged act of sexual assault, violence, stalking, harassment, or gender discrimination the employee must promptly contact the Title IX Coordinator to provide the name of reporting party and information details from disclosure.

Title IX Reporting:

1. If/when an employee thinks that a student may be about to report an act of sexual assault, domestic violence, dating violence, stalking, sexual harassment or gender discrimination, the employee should, if at all possible:
 - a. Advise the student that the employee:
 - i. cannot maintain complete confidentiality;
 - ii. is required to report the act to a Title IX coordinator; and
 - iii. is required to reveal the names of the parties involved.
 - b. If the student wishes to proceed, the employee should inform the student that sharing the names of the parties involved puts the University on notice to respond, and that specific procedures will be followed from that point on.
 - c. Tell the student that NWU will attempt to maintain the privacy of the information but cannot be guaranteed.
2. Rather than speaking to the student about confidential information, the employee should offer to refer the student to appropriate campus or community resources as noted below. Responsible employees cannot keep information about the disclosure, or the parties involved confidential.
3. The Title IX Coordinator is available to provide guidance on how to handle a situation to faculty and professional staff at any time.

¹ Adapted and adopted from Atixa-Schuster. Message to the Faculty: The Legal Landscape of Sex/Gender Misconduct on campus. Atixa 2018. Atixa Free Resources (<https://atixa.org/wordpress/wp-content/uploads/2018/06/RESPONSIBLE-EMPLOYEE-TRAINING.pdf>)

Title IX Coordinators:

titleix@nebrwesleyan.edu

Director of Title IX Services and Title IX Coordinator for Faculty and Staff, Maria Harder, 402.465.2117

Title IX Coordinator for Lincoln Students, Natasha Sutliff, 402.432.6925

Title IX Coordinator for Omaha Students, Amy Harrison, 402.827.3555

Campus and Community Resources:

- Campus Victim Advocate, advocate@nebrwesleyan.edu
- Voices of Hope (Relationship violence, sexual assault, and abuse support center),
2545 N Street Lincoln, NE 68510; Office: (402) 476-2110; 24-hour Crisis Line: (402) 475-7273
- University Minister, (402) 465-2398; ebousson@nebrwesleyan.edu
- Counseling Center (Student Only), 2641 N. 49th Street; (402) 465-2176;
counseling@nebrwesleyan.edu
- Directions EAP (Employee Assistance Program for University Employees Only)
3930 South St Ste 101, Lincoln, NE 68506; (402) 434-2900
- Women's Center for Advancement, 3801 Harney Street, Omaha, NE 68131 Office: (402) 345-6555