

Appendix A

Reporting Expectations and Requirements for All Michigan Tech Faculty and Staff

All Michigan Tech employees, including faculty and staff, are strongly encouraged to report allegations of gender discrimination, sexual harassment, sexual assault, dating violence, domestic violence and stalking to the Title IX Coordinator(s) to maximize the institution's ability to investigate and potentially address and eliminate the misconduct. The employee should NOT attempt to determine if the harassment or violence actually did occur, or if a hostile environment is being created.

The information that should be reported includes all the relevant information that the individual has shared and that may be useful in the investigation. This includes names of the alleged respondent, the student/employee who experienced the alleged harassment/violence, any other student/employee involved, and the date, time, and location of the alleged incident.

Employees should explain to the student/employee that they are not a confidential resource before a student/employee reveals something that they may want to keep confidential. If a person begins talking about the incident(s) with no warning, interrupt immediately (but nicely) and inform them that the conversation cannot be considered confidential. Assure them that you want to be supportive, but if they do not want the incident(s) to potentially be reported then they should make an appointment with a confidential resource. In emergency situations, where a person's health or safety is in immediate danger, call 911

A report to the Title IX Coordinator does not necessarily lead to a full investigation. Any action is typically determined based on the complainant's choices. However, the Title IX Coordinator will make a safety assessment to determine if there is a safety risk to the community. If it is likely that there is continued risk, the Title IX Coordinator may have to proceed without the complainant's consent.

Students with Reporting Requirements

There are some students on campus who are expected to report incidents of gender discrimination, sexual harassment, sexual assault, dating violence, domestic violence and stalking. Supervisors will provide additional information on the specific reporting requirements and protocol. Students who may be expected to report include, but are not limited to, resident assistants (RAs), orientation team leaders (OTLs), graduate teaching assistants (GTA), graduate teaching instructors (GTI), and athletics graduate assistants.