

# **TITLE IX REPORTING OBLIGATIONS**

## **Howard University Faculty, Staff, Contractors & Student Employees**

Howard University considers the forms of prohibited conduct defined in our **Policy Prohibiting Sex and Gender-Based Discrimination, Sexual Misconduct and Retaliation** to be extremely serious matters. These include Sexual Assault, Sexual Harassment, Sex and Gender-Based Discrimination and Harassment, Sexual Exploitation, Dating and Domestic Violence, Stalking, Retaliation, and Complicity (any act that knowingly aids, facilitates, promotes, or encourages the commission of prohibited conduct by another person). In accordance with federal law and our Policy, the University has an obligation to respond to all reports of prohibited conduct. *This obligation arises when designated University employees (known as Responsible Employees) receive direct or indirect notice that prohibited conduct may have taken place.*

### **Who Is a Responsible Employee?**

**All Howard University and Howard University Hospital faculty, staff, other employees, and contractors**—with the exception of those designated as *Confidential*—are considered Responsible Employees and are required to report any information they become aware of regarding a known or suspected policy violation to the Title IX Office, no matter how they learn of it. **Student workers who have supervisory responsibility or responsibility for the welfare of other students** are also considered Responsible Employees when they learn of potential violations of the Title IX policy within the scope of their employment. Student workers who are Responsible Employees include, but are not limited to, **resident assistants, teaching assistants, graduate assistants, and tutors.**

*Responsible Employees cannot promise confidentiality or withhold information about prohibited conduct.* Failure to report information in a timely manner may result in appropriate discipline, up to and including removal from a position or termination of employment. *Note that reporting to your supervisor or sharing information with a Confidential Employee does not fulfill your obligation to report to the Title IX Office.*

### **How Do I Report Prohibited Conduct to the Title IX Office?**

Complete the **Title IX Incident Report** via the Title IX Office website, or contact the **Title IX Office** by phone at 202-806-2550 or via email at [TitleIX@howard.edu](mailto:TitleIX@howard.edu).

### **What Information Do I Report?**

You should report *as much information as you know* about the potential violation, including *the identities of the individuals involved; the date, time and location of the incident(s); and any other details.* You should not investigate or interview anyone to find out more. Simply report what you know.

### **Will I Receive a Response from the Title IX Office?**

The Title IX Office will confirm receipt of your report and will follow up with you if we have questions. The Title IX Office will then reach out to the potential complainant (the individual who is reported to have experienced the prohibited conduct). As a third party reporter, you may or may not be contacted again regarding the report and would not necessarily be updated regarding the outcome.

### **How Do I Respond to Disclosures of Prohibited Conduct?**

If a student or employee begins to share something with you related to conduct prohibited by the Title IX Policy, gently interrupt and let them know that you are not a confidential resource, and are obligated to notify the Title IX Office. Offer to put them in contact with a Confidential Employee (see list below). If the person still wants to talk with you, just listen - do not try to investigate by asking questions. Thank them for trusting you, encourage them to seek services from a confidential resource, and remind them that you will be notifying the Title IX Office. (If they are reporting a medical or other emergency, contact the Department of Public Safety or local law enforcement.)

### **Who Is a Confidential Employee?**

Confidential employees include licensed medical, clinical, or mental health professionals; clergy; and employees providing administrative/operational or related support to these employees. Confidential on and off-campus resources include: **The Interpersonal Violence Prevention Program, University Counseling Services, Student Health Center, Howard University Hospital, MedStar Washington Hospital Center** (DC Forensic Nurse Examiners are based at MedStar and can also travel to other DC hospitals to administer a medical forensic exam following a sexual assault), **Employee Assistance Program**, and the **Chapel**. *Confidential Employees will not report disclosures of prohibited conduct received in the course of providing professional, confidential services, without permission.*

**If you have any questions regarding your reporting obligations under the Howard University Policy Prohibiting Sex and Gender-Based Discrimination, Sexual Misconduct and Retaliation, please contact the Howard University Title IX Office at 202-806-2550 or [TitleIX@howard.edu](mailto:TitleIX@howard.edu). Learn more at [titleix.howard.edu](http://titleix.howard.edu).**