

Wright State University
Policy No. 1270: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct
Appendix E: Responsible Employees

Obligations of Responsible Employees: When a Responsible Employee knows or reasonably should know of possible sexual misconduct, the employee must report the matter to the Title IX Coordinator. Reports must be filed as soon as reasonably possible after the reporter learns facts that trigger a reporting requirement. If the reporter has reason to believe that the incident poses a threat to the personal safety of any person, the reporter must immediately notify law enforcement and submit a written report as soon as reasonably possible (but within 24 hours) afterward. Oral reports (in-person, by telephone, or via virtual means) must be accompanied by a written report filed within 24 hours. Written reports will be emailed to titleix@wright.edu, or filed through the University's EthicsPoint system (<https://wright.ethicspoint.com>). Reports must contain all relevant and non-privileged details about the alleged incident that are known to the reporter and which are necessary for the University to determine next steps, including (at minimum):

- The name(s) of the alleged perpetrator(s) (if known),
- The name(s) of the person(s) who experienced the alleged sexual violence, and any other person(s) who were involved in or who may have witnessed the alleged sexual violence, as well as
- All relevant facts, including the date, time, and location of the alleged incident.

If a Responsible Employee has reason to believe that a person is about to disclose information that the person may wish to keep confidential, the Responsible Employee should take reasonable steps to inform the person of:

- 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;
- The person's option to request that the University maintain his or her confidentiality, which the Title IX Coordinator will consider; and
- The person's ability to share the information confidentially with counseling, mental, health, or sexual assault-related services.

The following are “Responsible Employees” pursuant to this Policy:

President and Vice Presidents		Provost, Vice Provosts
Deans and Chairs		Student Success Center Employees
Academic and Student Advisors		Residence Life and Housing Employees
Culture & Identity Center Employees		Office of Fraternity & Sorority Life Staff
Department Heads and Director-Level Staff		Athletic Director and Coaching Staff
WSU Police (Except for confidential reports)		Student Affairs staff
Office of Disability Services staff		Campus Recreation staff
Faculty		Admissions staff
Human Resources staff (except for EAP)		Inclusive Excellence staff
Study Abroad staff and faculty		