



**SOUTHERN  
UNIVERSITY**  
AND AGRICULTURAL & MECHANICAL COLLEGE

# RESPONSIBLE EMPLOYEE

## Description/Duties

### What is a Responsible Employee?

The Department of Education's Office of Civil Rights defines a responsible employee as an individual, (a) who has the authority to take action to redress sexual harassment/misconduct, (b) who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or (c) who a student reasonably believes has this authority or duty.

### What are the duties of a Responsible Employee?

- Know all relevant Southern University policies pertaining to sexual misconduct.
- Report ALL incidents of sexual misconduct to the Title IX Coordinator.
- Preemptively disclose your reporting obligations to the individual reporting the incident of sexual misconduct before he or she gives confidential information, and make sure they are aware of the option to keep the report confidential by going to a Confidential Advisor.
- Inform the individual of his or her right to file a Title IX Complaint with the University and report the incident as a crime to law enforcement or do neither.
- Inform the individual that on-campus support resources are available.
- Fully complete a report for the Title IX Coordinator.
- Submit a full report to the Title IX Coordinator, noting any confidentiality concerns or requests.

### Who are Responsible Employees on campus?

- Members of the Board of Supervisors
- President-Chancellor
- Vice Presidents and Vice Chancellors
- Assistant/Associate Vice Presidents and Assistant/Associate Vice Chancellors
- Title IX Coordinators/Deputy Coordinators
- Campus Police
- Human Resources Directors and Staff
- Residential Life and Housing Directors and Staff (including Residential Assistants)
- Deans and Assistant/Associate Deans
- Departmental Directors, Assistant/Associate Directors, and Coordinators
- Athletics Administrators, Staff, Coaches, and Assistant Coaches
- Academic Department Chairs and Assistant/Associate Chairs
- Academic Faculty
- Faculty/Staff Leading to Chaperoning Travel
- Faculty/Staff Advisors to Student Organizations