

Responsible Employee Policy

Effective March 2019

A Responsible Employee is defined as “any employee who has the authority to take action to redress the harassment; or has the duty to report the harassment or other types of misconduct to appropriate officials; or someone a student could reasonably believe has this authority or responsibility.”

Tuskegee University employees including faculty, staff and contractors *must* report all incidents of gender discrimination and harassment to the Office of Title IX. This includes and is not limited to reports of rape, sexual misbehavior (assault/violence), stalking, intimate partner or domestic violence whether notified in person, by phone (text) or online. Responsible Employees are **strictly prohibited** from interfering with Title IX incidents and processes through counseling, mediating or attempting to resolve Title IX incidents among students, faculty or staff without proper Title IX authorization. Responsible Employees who do not report or who interfere with Title IX investigations will be in violation of the Responsible Employee policy and “will face disciplinary actions up to including termination.”

Examples include:

- Counseling: talking to students about how to resolve the situation outside of directing the student to Title IX office or TU Police
- Mediation: Attempting to bring involved parties together for resolution
- Failure to Report: Having knowledge of a Title IX violation without reporting to the Office of Title IX
- Inappropriate Intervention: Intervening in an incident or investigation in order to discourage reporting by a reporting party; intervening to prohibit sanctions for a responding party; etc.
- Retaliation: Retaliating against a reporting or responding party due to a Title IX investigation
- Other behavior or activity that hinders Title IX reporting or investigation