Westminster College ("College")
Responsible Employee ("RE")
Title IX Information Sheet

Policy Statement Applicable to all REs

Title IX prohibits all forms of sexual discrimination, including sexual misconduct. College has adopted an extensive policy which prohibits sexual misconduct. A copy of that policy ("Policy") is attached. The Policy defines “responsible employees” ("REs"). REs should be fully acquainted with all aspects of the Policy.

REs must report incidents of sexual misconduct to the Title IX Coordinator, subject to the exemption for College counseling employees. REs must provide all relevant details about the alleged sexual misconduct that the student or another person has shared and that the College will need to determine what occurred and to resolve the situation.

Before a student reveals information that the student wishes to keep confidential, a responsible employee should make effort to ensure that the student understands: (a) the employee's obligation to report the names of the respondent and student involved in the alleged sexual misconduct, as well as relevant facts regarding the alleged incident to the Title IX Coordinator, (b) the student's option to request that the College maintain the student's confidentiality which the College will consider, and (c) the student's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services.

College will provide periodic training to explain responsible employees' reporting obligation, including what should be included in a report and any consequences for the failure to report and the procedure for responding to students' requests for confidentiality, as well as provide the contact information for the College's Title IX Coordinator. The training shall also explain how responsible employees with the authority to address sexual misconduct should respond appropriately to reports of sexual misconduct.

REs must inform students of: (a) the reporting obligations of responsible employees; (b) students' option to request confidentiality and available confidential advocacy, counseling, or other support services; and (c) their right to file a Title IX complaint with the College and to report a crime to campus or local law enforcement. REs do not need to determine whether the alleged sexual harassment or sexual misconduct actually occurred or that a hostile environment has been created before reporting an incident to the Title IX Coordinator. REs must participate periodically in training provided by College.

Policy Statement Applicable to Only Resident Advisors (RAs)

As noted above, for purposes of Title IX, RAs at the College are responsible employees. As such, RAs must report the names of the respondent (if known), the student who experienced the alleged sexual misconduct, other students involved in the alleged sexual misconduct, as well as relevant facts, including the date, time and location to the Title IX coordinator. Therefore,
each RA must make efforts to ensure that before the student reveals information that the student may wish to keep confidential, the student understands the RA's reporting obligation and the student's option to request that the College maintain confidentiality.

Prior to providing information about the incident to the Title IX coordinator, RAs should consult with the student about how to protect his or her safety and the details of what will be shared with the Title IX coordinator. RAs must explain to the student that reporting the student's information to the Title IX coordinator does not necessarily mean that a formal complaint or investigation under College's Title IX grievance procedure must be initiated if the student requests confidentiality. RAs must explain to the student (before the student reveals confidential information) that although the RA must report the names of the respondent and complainant and other relevant facts to the Title IX coordinator, College will protect the student's confidentiality to the greatest extent possible.

RAs must provide students with information regarding on-campus resources, including victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. RAs must provide information about local rape crisis center or other off-campus resources to students. College will regularly train RAs and all students to clearly identify the places where students can seek confidential support services so that students are aware of the information. RAs must be familiar with local rape crisis centers or other off-campus resources and provide this information to students.

See the following page for a checklist of items to accomplish when presented with a student asserting a Title IX claim. Since these circumstances will often be emotionally charged and challenging, use of the checklist will ensure that REs discharge their duties effectively at a time when doing so may be difficult.
RE TITLE IX CHECKLIST

_____ 1. Before student reveals any confidential information, tell student that you must report:
   A. The student’s name,
   B. The respondent’s name,
   C. The names of other students involved in the act of sexual misconduct, and
   D. Relevant facts, including the date, time, and location of the act of sexual misconduct.

_____ 2. Before student reveals any confidential information, advise student of the option to request confidential treatment from the College.

_____ 3. Before student reveals any confidential information, explain to the student that reporting the student's information to the Title IX coordinator does not necessarily mean that a formal complaint or investigation under College's Title IX grievance procedure must be initiated if the student requests confidentiality.

_____ 4. Before student reveals any confidential information, advise student that requests for confidentiality may not be approved.

_____ 5. Before student reveals any confidential information, explain to the student that although you must report the names of the respondent and complainant and other relevant facts to the Title IX coordinator, College will protect the student's confidentiality to the greatest extent possible.

_____ 5. Consult with student about steps which may be taken to protect the student.

_____ 6. Share with student the confidential reporting options detailed in Sections 3 and 6 of the Policy, as well as information about confidential advocacy, counseling, and other support services detailed in the Policy.

_____ 7. Provide students with information from the Policy regarding on-campus resources, including victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.

_____ 8. Provide information about local rape crisis center or other off-campus resources to students from Sections 3 and 6 of the Policy.

_____ 9. Advise the student of the student’s right to file a Title IX complaint with College, and to report a crime to law enforcement officials.

_____ 10. Provide student with copy of the Policy.

Key Phone Numbers:

Title IX Coordinator: 724-946-7110
Campus Safety: 724-946-7777