



Nicholls State University

**OFFICE OF TITLE IX & CIVIL RIGHTS COMPLIANCE**

P.O. Box 2105 Thibodaux, LA 70310 • T 985-448-4001 F 985-449-7026 • [titleix@nicholls.edu](mailto:titleix@nicholls.edu)

## **Responsible Employees**

In addition to reporting to the Title IX Coordinator, individuals may disclose incidents of sexual misconduct (this includes both Title IX Conduct and Non-Title IX Conduct) to any employee of a Nicholls State University.

Employees at all public postsecondary Institutions are “**responsible employees**” and must report allegations of sexual misconduct to the Title IX Coordinator. In addition, an employee who receives information regarding retaliation against a person for reporting sexual misconduct shall promptly report such information to the Title IX Coordinator.

Employees must report the following:

1. The identity of the alleged victim.
2. The identity of the alleged perpetrator.
3. The type of sexual misconduct or retaliation alleged to have been committed.
4. Any other information about witnesses, location, date, and time that the incident occurred.
5. Any other relevant information.

However, according to state law an employee is not required to make a report if information involving sexual misconduct was received in the following circumstances:

1. During a public forum or awareness event in which an individual discloses an incident of sexual misconduct as part of educating others;
2. in the course of academic work consistent with the assignment; or
3. indirectly, such as in the course of overhearing a conversation.

If an individual chooses to make an initial report to an employee other than the Title IX Coordinator, that employee must refer the information to the Title IX Coordinator because the Title IX Office bears responsibility for responding to reports of sexual misconduct. Once the information is received by the Title IX Coordinator, it will constitute a Report.

If an employee believes an individual may intend to share any information regarding an instance of sexual misconduct, the employee should seek to confirm that the reporting party understands the employee’s obligations as a mandatory reporter. If the reporting party would prefer to speak with a confidential resource, the employee should direct the reporting party to a confidential resource. Institutions must provide a list of confidential resources in their policies.