Office of Institutional Equity

Stephanie Lott, Director
Title IX Coordinator
slott@ksu.edu
equity@ksu.edu
PPM 3010

 PPM 3010 covers discrimination based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited.

 This Policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities.
PPM 3010 Process

Step 1: Initial Complaint or Report
Step 2: Initial Determination Regarding Jurisdiction and Validity
Step 3: Formation of the Administrative Review Team (ART)
Step 4: ART’s Initial Evaluation of the Complaint
Step 5: Formal Written Complaint
Step 6: Investigation
Step 7a (Title IX): Review of Evidence and Hearing
Step 7b (Nondiscrimination): Determination and Written Report
Step 8: Appeal
Protected Categories Under Civil Rights Laws

- Race
- Color
- Ethnicity
- National Origin
- Sex
- Sexual Orientation
- Gender Identity
- Religion
- Age
- Ancestry
- Disability
- Genetic Information
- Military Status or Veteran Status
Title IX Offenses

- sexual harassment
- sexual assault
- domestic violence
- dating violence
- stalking
Mandated Reporter/Responsible Employee

Are you a responsible employee?
There are two categories of Responsible Employees that are required to report information to the Office of Institutional Equity:

Administrators and Supervisory

Administrator Responsible Employees are management level personnel. This typically includes department and unit heads, directors, and equal or higher ranking administrators. **Administrator Responsible Employees must report all potential prohibited conduct in any university employment, program or activity, regardless of their lack of personal supervisory responsibilities over the Complainant or Respondent.**

Supervisory Responsible Employees are personnel with authority over other employees or students (such as day-to-day management of employee tasks, or hiring and firing responsibility) or with authority over a particular university environment (such as responsibility for a classroom or floor of a residence hall). **Supervisory responsible employees are only required to make reports to OIE within their area of supervisory responsibility, but they are strongly encouraged to report all potential prohibited conduct of which they might be aware.**

For example, regarding supervisory Responsible Employees, if a professor who controls a classroom or lab learns about potential prohibited conduct within the classroom or lab, then the professor must report the conduct to OIE. Similarly, a resident assistant (RA) in a residence hall must report any potentially prohibited conduct in that facility.

What if I’m not a mandated reporter?

Why does this matter?

- Sexual assault is an epidemic
  - 1 out of every 6 women has been the victim of an attempted or completed rape in their lifetime
  - 1 in every 33 men have experienced an attempted or completed rape in their lifetime
  - 21% of LGBTQ college students have been sexually assaulted
  - Native Americans are twice as likely to experience a rape/sexual assault compared to all races
  - Approximately 70% of rape or sexual assault victims experience moderate to severe distress, a larger percentage than for any other violent crime

THE MAJORITY OF SEXUAL ASSAULT VICTIMS ARE UNDER 30

![Image showing statistics about sexual assault victims]

RAI N
National Sexual Assault Hotline | 800.656.HOPE | online.rainn.org
Please visit rainn.org/statistics/victims-sexual-violence for full citation.
QUICK TIPS

DO:

- Thank the person for seeking support
- Inform the person of your reporting obligation as soon as possible
- Ask the person if they feel safe now – if not, what do they need to feel safe immediately?
- Check in with yourself
- Offer to connect the person with resources
- Follow reporting protocol as required

DON’T:

- Don’t try & “solve” the situation on your own – you must report
- Don’t ask “why” questions
- Don’t be directive
- Don’t ask invasive/”intake” questions
- Don’t use language they’re not using
- Don’t discuss confidentiality with an involved party; these matters are complex and these types of conversations should occur with OIE

Other items to remember:

- You are not obligated to contact University Police, Counseling Services, CARE, etc. unless the person requests it; you are obligated to contact OIE and notify OIE of all information you have received

- Reports to OIE can and should be made at any time, including times when you’re “off the clock” and you become aware of an OIE matter which involves at least 1 person who is affiliated with Kansas State University in any capacity; keep in mind this includes visitors, applicants, candidates, staff, faculty, students, whether part-time staff/faculty or concurrently enrolled students; this also includes high school students who have already been admitted and/or enrolled as a new student, but may have not have graduated high school yet
How Do I Report?

You can report an incident by:

1. Calling OIE at (785) 532-6220
2. Stopping by OIE in person: 103 Edwards Hall
   • Monday-Friday 8am-5pm
3. Sending an email directly to
   • equity@ksu.edu
   • slott@ksu.edu
4. Completing an online incident report-- link located on OIE and HCS websites -- REPORT
Non-Confidential Resources

- Office of Institutional Equity
- K-State University Police Department *(criminal process is separate from ours)*
- Riley County Police Department *(criminal process is separate from ours)*
- U.S. Department of Education – Office of Civil Rights

Confidential resources:

- K-State Counseling Services
  
  https://www.k-state.edu/counseling/
  lower level of Lafene Health Center Building
  Phone: 785-532-6927

- Employee Assistance Program (EAP)
  EAP counselors are available 24/7 at 1-888-275-1205 (option 1) to provide immediate care, concern, and assistance because life’s questions don’t always come between 8 and 5. TDD/TT 800-697-0353.  https://www.k-state.edu/hcs/benefits/total-rewards/eap.html

- Center for Advocacy, Response, and Education (CARE)
  https://www.k-state.edu/care/
  206 Holton Hall – ksucare@k-state.edu
  Phone: 785-532-6444
QUESTIONS?

Equal opportunity to
LEARN, WORK, AND CONTRIBUTE