

Office of Institutional Equity

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Title IX Coordinator

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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.**

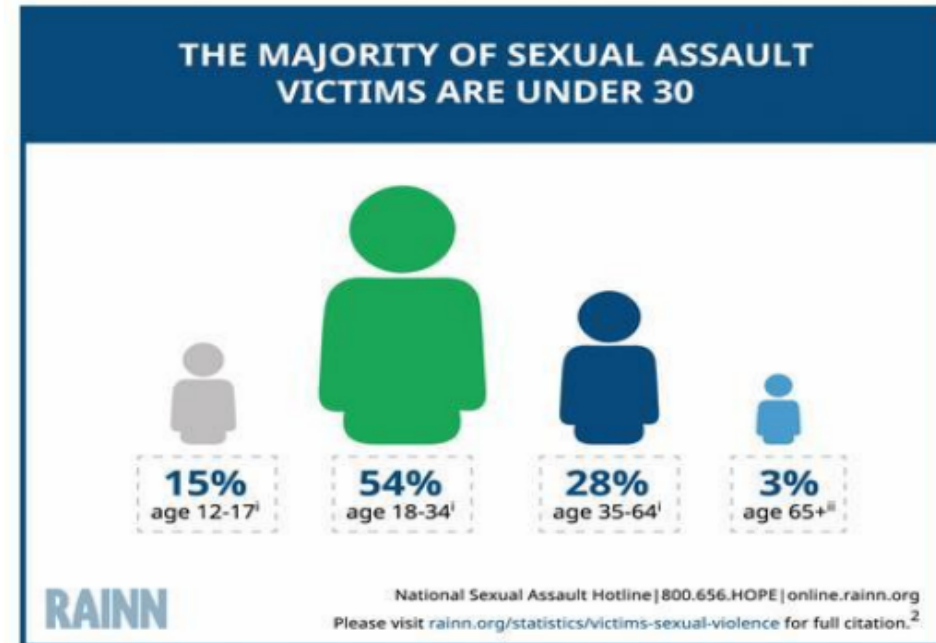
Supervisory Responsible Employees are personnel with authority over other employees or students (such as day-to-day management of employee tasks, or hiring and firing responsibility) or with authority over a particular university environment (such as responsibility for a classroom or floor of a residence 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



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