

Texas Tech University Mandated Reporter Resource Guide

Responding to Sexual Misconduct, Harassment & Discrimination

Who Is a Mandated Reporter?

- Any individual employed by Texas Tech University
- Includes all faculty, staff, and student employees
 - **Exemption:** Confidential Employees defined by their scope and role at the institution

When Do I File a Report?

- If you witness or receive information in the **course and scope of your employment** about a **student or employee** involved in the following:

Sexual Harassment Sexual Assault Dating Violence
Stalking Discrimination

Examples:

- A student tells you in "confidence" that they were sexually assaulted over the Christmas break.
- You notice a bruise on a staff member's arm and they inform you that their partner hit them.
- A student is concerned because a faculty member will not allow her to make up an exam after she was on bed rest for a pregnancy-related condition.
- A faculty member tells you that a former student is stalking them on social media.
- A student tells you they missed class due to their partner not allowing them to leave their apartment.
- A student-employee tells you that their supervisor made an offensive comment regarding their religion.
- You hear a rumor that an administrator regularly makes disparaging comments about employees and students who receive disability accommodations.
- A student tells you that one of their classmates feels pressured into having sex with her TA, but does not want to report in fear of their final grade.
- A student complains that members of their cohort often make negative statements towards women and people of color.



TEXAS TECH UNIVERSITY
Office of the President

Student Rights & Resolution™

How Do I Respond?

- "Thank you for sharing your concerns with me. I do want to let you know that I am required to report this incident to the University to ensure that you know about the options, resources, and remedies available to you. After I submit the report, the Title IX Case Manager will send you an email to discuss the ways the University can assist you, but you are not obligated to respond. In almost every situation, you are in control of whether or not to move forward with an investigation, and any action taken in response to the situation will be up to you. Our main goal is to provide you with immediate support and protect all students and employees from a hostile or discriminatory environment."

Things to Avoid:

- **DO NOT** interrupt someone to tell them that you are a mandated reporter.
 - It is critical that you actively listen and respond with empathy.
- **DO NOT** ask questions about details or attempt to investigate.
 - You are only required to report the information freely given to you.
 - You are not to determine the truthfulness of the complaint.
- **DO NOT** give your opinion on what they must or should do.
 - Ask how you can be supportive and what they need to connect them with the appropriate University Support Office.
- **DO NOT** cause them to feel blame or guilt by saying things like, "Why did/didn't you...?"
- **DO NOT** promise that the University will take a specific action.
 - Promising that a student will be "kicked out" or an employee will be "terminated" may give false expectations.

How to Report:

- **Report an Incident Online:**
 - depts.ttu.edu/titleix
- **University Title IX Administrator | Dr. Kimberly Simón**
 - Admin Building, Room 115D | 806.834.1949 | kimberly.simon@ttu.edu
- **Title IX Case Manager | Meredith Holden**
 - SUB, Room 232E | 806.834.5556 | meredith.holden@ttu.edu
- **Office for Student Rights and Resolution**
 - SUB, Room 232E | 806.742.7233

If You Fail to Timely Report:

- You will be subject to mandatory termination
- You may subject to criminal and civil penalties
- Your delay could cause additional harm to the individuals involved