

# 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

Domestic/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 she missed for the birth of her child.
- 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 discloses a previous incident of abuse from when they were younger.
- 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

Office for Student Civil Rights  
& Sexual Misconduct™

# How Do I Respond?

- “I am so glad you felt comfortable telling me. I want to get you in touch with someone that can help. As an employee, I do have to notify a Title IX staff member to ensure that you know about the options and resources available to you. Our main goal is to provide you with immediate support. A member of the Title IX Case Management Team will send you an email to discuss the ways they can assist you, but you do not have to respond if you do not want to. There are so many different ways they can assist you. More than anything, I want to make sure you are not having to walk through this alone.”

## 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](https://depts.ttu.edu/titleix)
- **University Title IX Coordinator | Dr. Kimberly Simón**
  - Admin Building, Room 115D | 806.834.1949 | [kimberly.simon@ttu.edu](mailto:kimberly.simon@ttu.edu)
- **Case Manager | Meredith Holden**
  - SUB, Room 232E | 806.834.5556 | [meredith.holden@ttu.edu](mailto:meredith.holden@ttu.edu)
- **Office for Student Civil Rights and Sexual Misconduct**
  - 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.

# University Requested Supportive Measures

In accordance with federal regulations, we provide all students working with our office several different supportive measures to eliminate a hostile environment and support students while dealing with an incredibly difficult and stressful situation. These could include absence/missed assignments notifications, class changes, student employment schedule changes, and situational requests.

## How Can Faculty and Staff Help?

- You may receive an email notification from our Case Manager verifying their involvement with our office and requesting your assistance in supporting the student.
- The student is not required to provide more information or additional verification about why they are working with our office.
- The student may reach out to you to individually discuss options for absences or missed assignments.
- Should you have any questions about how best to assist the student, please contact our Case Manager.

## Pregnancy & Parenting Students

You will receive an email from our Case Manager verifying a student's pregnancy and an additional notice with doctor recommended leave of absence. The U.S. Department of Education details the rights of all Pregnancy and Parenting students. The regulations **require** the University to:

- **Excuse absences** due to pregnancy or childbirth for as long as a doctor says it is necessary
- **Allow students to return** to the same academic and extracurricular status as before medical leave began, which should include giving the opportunity to make up any work missed while the student was out.
- Provide pregnant students with the **same special services** it provides to students with temporary medical conditions. This includes homebound instruction/at-home tutoring/independent study.

# Frequently Asked Questions

**What if a student discloses a reportable incident to you, but asks you to promise not to tell anyone?**

- Let them know that the University requires employees to notify our office to ensure you have immediate access to support and resources
- Demystify the Reporting Process
- Let them know how we can help

**What if one incident involves Sexual Misconduct and a conduct violation/student of concern referral?**

- If ANY part of an incident might be related to sexual misconduct, fill out ONE online Title IX/Sexual Misconduct report
- Do not submit multiple reports to multiple offices for one incident
- We will ensure the appropriate office is notified

**What if a student reports to multiple employees or multiple employees witness an incident?**

- Everyone is required to report
- You can submit a singular report if you are 100% certain:
  - The report stated your name as an additional reporter
  - The report was complete and accurate
  - The report was fully submitted

**What if a student disclosed an incident of sexual assault that happened to them when they were younger, before they were a student at Texas Tech? Am I required to report?**

- You are only required by law to report incidents that occurred while the student is attending Texas Tech
- However, we advise you to report all incidents of sexual misconduct, discrimination or harassment, regardless of the timing
- There is a reason the student is disclosing this to you and that it is coming up now
- Connecting them with our office ensures they have access to supportive measures

**What if a student or employee discloses an incident to me while I am off duty?**

- You are only required by law to report incidents that you witness or are made aware of in your scope of work
  - While you are on duty
  - An employee or student report to you specifically because you are a University employee
- However, this can be a tough line to navigate. Please call our office for clarification
- They can always call us directly to have immediate access to resources

**If a student discloses an incident to me, do I need to tell my supervisor?**

- You are not required to involve your supervisor
- To respect the student's confidentiality, we recommend involving as few people as possible
- If you have questions about reporting, please contact our office

**As a supervisor, if your employee mentions to you that they responded to a Title IX incident, do I need to submit an additional report?**

- It is only required that you confirm with your employee that they submitted the report for the incident that they were involved in
- There is no reason to file an additional report if there is no new or additional information

**Should I still fill out a report if I witness an incident even if I am unable to obtain the student's name or information?**

- Yes, because the information you provide could be supplemental to information we have already received
- If someone directly reports to you, we do need you to ask for their name so we can reach to them

**After I submitted an initial report, I find out more information about the incident. What should I do?**

- If you believe the information provides new and relevant details about the incident, please email or call our office instead of filing an additional report

**Questions? Call 806.742.7233**