Who is a Responsible Employee?

- A “responsible employee” is a University employee who has the authority to redress sexual misconduct and who has the duty to report incidents of sexual misconduct.
- All Roosevelt University employees who do not work in the Counseling Center are responsible employees.
- Responsible employees are required to report all the details of an incident (including the identities of both the complainant and alleged perpetrator) that have been shared with them to the Title IX coordinator.
- Any report to a responsible employee constitutes a report to the University – and generally obligates the University to investigate the incident and take appropriate steps to address the situation.
- When an individual tells a responsible employee about an incident of sexual misconduct, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee Will

- Before, or as soon as, an individual reveals any information about sexual misconduct to a responsible employee, the employee should ensure that the individual understands the employee's reporting obligations. If the individual wants to maintain confidentiality, the responsible employee will direct the individual to confidential resources in the Counseling Center.
- Treat the individual with respect and kindness, and listen patiently.

Suggested Strategies/Helpful Language

When talking with any RU community member:

- “There’s a person at RU who makes sure people who have experienced something like what you’re describing have access to all of the information and resources that they need to feel safe and supported here. She’s the Title IX Coordinator, and she handles the procedures for investigations, too.”

When talking with a student:

- “I want to let you know before we continue our conversation that as an employee of Roosevelt I have the responsibility to share what you tell me with the person who oversees resources and processes in this kind of situation, our Title IX Coordinator. If you would like to speak to someone in a confidential setting, I can walk you to the Counseling Center or help you call and set up an appointment.”

When talking with a staff member:

- “I want to let you know before we continue our conversation that as an employee of Roosevelt I have the responsibility to share what you tell me with our Title IX Coordinator. If you would like to speak to someone in a confidential setting, I can provide you information on our Employee Assistance Program.”

- If the individual wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the individual that the University will consider the request,
but cannot guarantee it will be honored. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the individual’s request for confidentiality.

- Responsible employees can assist the individual in accessing the information and resources for necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

- A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual misconduct shared by the complainant.

A Responsible Employee Will Not

- **Share information with anyone other than the Title IX Coordinator.** To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the complainant.

- Share information with law enforcement without the complainant’s consent or unless the individual has also reported the incident to law enforcement.

- Pressure an individual to request confidentiality or avoid a University investigation.

- Pressure an individual to make a full report if the individual is not ready to do so. Honor and support the individual’s wishes, and explain their options,

- Investigate complaints. The University will need to determine what happened – including the names of the complainant and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident

Overview of RU’s Policy

Roosevelt University is committed to creating and maintaining a campus culture that upholds respect, civility, honor, and nonviolence. To this end, RU recognizes that members of the university community are responsible for ensuring that the community is free from discrimination and other forms of sexual misconduct based on sex or gender, including sexual harassment, sexual assault, stalking, and intimate-partner violence. All individuals—faculty, staff, students, administrators, and visitors—are free from discrimination at Roosevelt University.

If you think your rights, as they have been described above, or the rights of someone else in the university community have been violated (or if you want more information on this topic) see the Sexual Respect and Title IX website here: [http://www.roosevelt.edu/About/Compliance/TitleIX.aspx](http://www.roosevelt.edu/About/Compliance/TitleIX.aspx)

**Title IX Coordinator:** The Title IX coordinator is available to the entire RU community for any questions or concerns related to this policy. The Title IX coordinator insures that anyone who needs support to deal with an incidence of sexual misconduct has access to resources, oversees the application of the RU policy and procedures, and oversees the educational components of RISE Above.
Procedure RU Will Follow in the Event of a Reported Incident of Sexual Misconduct

Institution will:

- Depending on when reported (immediate vs delayed report), provide complainant with information on how to access to medical care
- Assess immediate safety needs of complainant
- Assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
- Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
- Provide complainant with referrals to on and off campus mental health providers
- Assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties
- Provide a “No Trespass” directive to accused party if deemed appropriate
- Provide written instructions on how to apply for Protective Order from state of Illinois
- If an investigation is conducted, inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
- Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Bookmark this page and visit for additional information:
http://www.roosevelt.edu/About/Compliance.aspx

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