



RESPONSIBLE EMPLOYEES AT-A-GLANCE

If you, a Reporting Individual or any other member of the community is in immediate danger please contact University Police by dialing 333 from any campus phone or 631-632-3333 from a non-campus phone. If you are not on campus contact 911 for the local police.

Who/What is a Responsible Employee?

Any employee who has **the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct** to the Title IX Coordinator or other appropriate school designee;
OR Any employee whom a community member could reasonably believe has this authority or duty.

Examples of Responsible Employees include:

- Senior Administrators (Directors and above and, in the Hospital, Nurse Managers or above)
- Deputy Title IX Coordinators
- Ombudsmen
- Quad Directors
- Residence Hall Directors
- Chairs of Academic Department
- Athletics Coaching Staff
- University Recognized Sport Club Coaches

RESPONSIBLE EMPLOYEES MUST REPORT:

Any incident of **sexual violence, sexual or gender-based harassment, domestic violence, dating violence, stalking and/or retaliation;**

That is **reported to a Responsible Employee or which they observe or learn about;**

MUST be **IMMEDIATELY** reported to the Title IX Office.

REPORT ALL KNOWN DETAILS

of the alleged incident and how you came to know about the alleged incident, including:

- The date, time and location of the incident
- The date and time the report was made to you.
- The name and contact information of the Reporting Individual and any other persons involved.
- All details of the incident as described to you.
- If the Reporting Individual has requested confidentiality
- Whether the Reporting Individual has reported the incident to any other office or individual

Where Do Responsible Employees Report?

Office of Institutional Diversity & Equity (OIDE)
Marjolie Leonard, Director & Title IX Coordinator
Kathryn Santiago, Title IX Investigator
631.632.6280 | titleix@stonybrook.edu

On-Line Title IX Report Form

Comprehensive on-line form available at:
stonybrook.edu/oide/responsible_employee.

Deputy Title IX Coordinator

A complete list is available at: stonybrook.edu/oide/titleix/deputies

University Police

631.632.3333 - on-campus | 911 using a campus phone
Police should only be contacted without the Reporting Individual's prior consent if you feel that an on-going and immediate threat exists to the Reporting Individual or the campus community.

INFORMATION TO PROVIDE TO REPORTING INDIVIDUALS

- Make every effort to ensure the Reporting Individual understands your duty to report, if possible before they disclose information that you must report to the Title IX Office;
- Their right to report the incident to University, local and/or state police;
- Their right to support services, regardless of whether or not they wish to file a complaint or remain confidential;
- That the Title IX Office cannot guarantee confidentiality, but that Stony Brook officials will maintain their privacy to the greatest extent possible; AND
- That Stony Brook prohibits retaliation.

For more information please visit www.stonybrook.edu/oide.



WHY IS MY ROLE AS A RESPONSIBLE EMPLOYEE ESSENTIAL TO STONY BROOK?

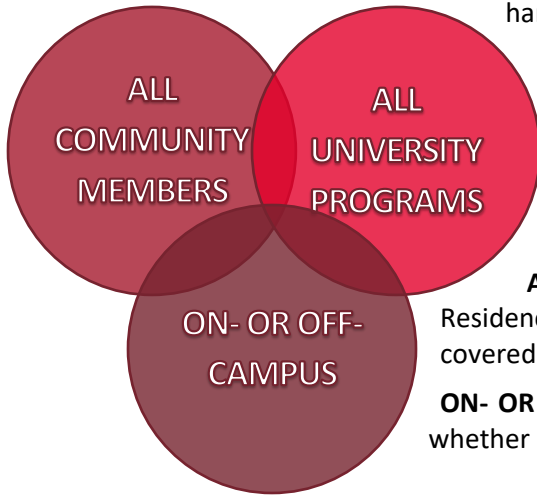
STONY BROOK'S COMMITMENT

Stony Brook University is committed to workplace, educational, and recreational environments that are safe and accessible, and free of all forms of discrimination, and discriminatory harassment, including sexual harassment and misconduct and to fulfilling our obligations under all federal, state, local and other laws.

WHAT DOES TITLE IX COVER?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in any education program receiving federal funding.

Sexual Assault, domestic violence, dating violence, stalking and all other forms of sexual misconduct are extreme forms of sexual harassment. Sexual harassment is a form of sex or gender based discrimination prohibited by Title IX.



ALL COMMUNITY MEMBERS ARE COVERED BY TITLE IX: Students, Faculty, Staff, Visitors, Vendors, Contractors, Patients and Third-Parties are protected. Anyone can be a complainant, respondent or Reporting Individual, regardless of sex, gender, sexual orientation, gender identity and/or expression.

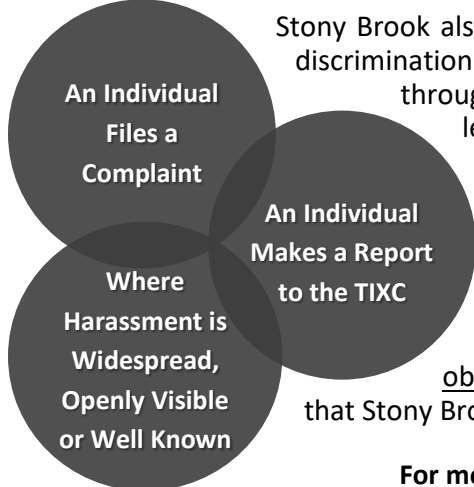
ALL UNIVERSITY PROGRAMS AND EVENTS ARE COVERED BY TITLE IX: Academics, Residence Life, Athletics, Social Activities, Programs, Field Trips, Study Abroad, etc. are all covered by Title IX.

ON- OR OFF- CAMPUS: University related program or events are covered – regardless of whether it is on- or off- campus.

WHAT DOES TITLE IX REQUIRE?

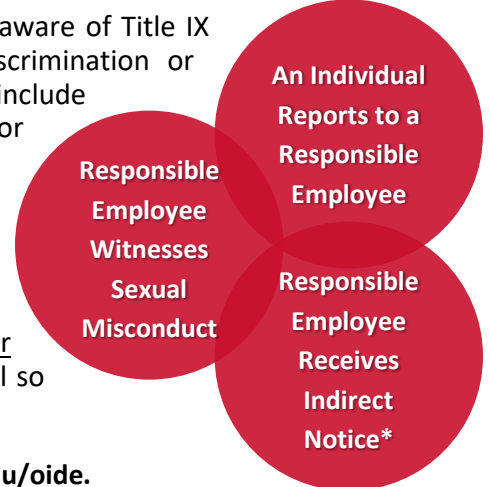
Title IX requires Stony Brook to take immediate and appropriate steps to investigate what occurred and to take prompt and effective action once we have notice of alleged Title IX discrimination.

Stony Brook has notice when an individual files a complaint, when an individual makes a report to the Title IX Coordinator or where harassment is widespread, openly visible, or well known.



Stony Brook also has notice once a Responsible Employee is aware of Title IX discrimination through a direct report, by witnessing discrimination or through an indirect source. Indirect notice can include learning about an incident from other faculty or staff, news or media reports or on-line postings.

Once you, a Responsible Employee, are aware of an incident Stony Brook is on notice of that incident and has a legal obligation to investigate and take action. Fulfilling your obligation as a Responsible Employee is essential so that Stony Brook can fulfill its obligation.



For more information please visit www.stonybrook.edu/oide.