



HLC Accreditation 2016-2017

## Evidence Document

---

Office of the President

Office of Equal Opportunity and Title IX

---

### **Title IX: Letter to Employees**

---

Additional information:

May 12, 2016

Dear University Colleague:

Wichita State University is committed to a learning, living and working environment that is safe and free of sex discrimination. The WSU community relies on the cooperation of all employees and students to accomplish this goal.

Title IX is a federal law enacted in 1972 that prohibits sex discrimination in all university student services and academic programs. Title IX also forbids discrimination on the basis of sex in employment and recruitment for institutions receiving or benefiting from federal financial assistance. The federal government has determined that employees who have the authority to redress sexual violence, or whom a student could reasonably believe has this authority, or employees who have been given the duty of reporting incidents of sexual violence or any other misconduct, have an obligation to report Title IX violations to appropriate university officials. These individuals also have an obligation to provide resource information to the involved parties.

**The position you hold with Wichita State University has been designated as a Responsible Employee (RE)**

I think you will find the expectations associated with this role are consistent with the actions you would normally take as member of the campus community. To assist you with understanding your obligations as an RE the Office of Human Resources and Title IX Office have developed two resources:

- ***Quick Reference Guide*** – this is a laminated card that summarizes your responsibilities and lists actions to take as a Responsible Employee. The reverse side of the guide addresses the responsibilities of a Campus Security Authority as many members of the campus community are designated as both Responsible Employees and Campus Security Authorities. The reference guide will be sent to you through inter-office mail. Please review this guide and post it in an easily accessible location.
- ***On-line training program*** – the Office of Human Resources has developed an approximately one hour on-line training program. To take the training go to myWSU, select the Faculty/Staff tab, select myTraining under the Quick Links channel, select Online training, select the Campus Security Authority and Title IX Responsible Employee module, select request, select launch. All Responsible Employees and Campus Security Authorities are required to complete this training annually. Please complete the training by Friday, September 9, 2016. Your compliance with this important federal mandate is important to campus safety.

If you have questions about your role as a Responsible Employee, please contact Jania Kistler, in the Office of Equal Opportunity and Title IX, 978-3187. For questions regarding the on-line training you may contact Sheryl Propst, Human Resources Training Manager, 978-6926.



Natasha M. Stephens, Ph.D.  
Title IX Coordinator