

# GUIDANCE ON TITLE IX COMPLIANCE

**TO:** All “Responsible Employees”

**FROM:** Kaitlyn Anne Wild, Director of Compliance & Title IX Coordinator

**DATE:** August 14, 2024 (ver. 1)

**SUBJECT:** Reporting Information about Possible Sex Discrimination

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## MEETING YOUR TITLE IX OBLIGATION TO REPORT INFORMATION ABOUT POSSIBLE SEX DISCRIMINATION

According to the University’s Anti-Sex Discrimination (Title IX) Policy (“Policy 78”), all Responsible Employees must notify the Title IX Coordinator promptly when they have information about conduct that reasonably may constitute sex discrimination under Title IX. This is a very serious obligation that the University is counting on all Responsible Employees to fulfill. The purpose of this document is to help Responsible Employees comply with Policy 78 and Title IX.

### OPTIONS FOR MAKING REPORTS

If you have information about possible sex discrimination that you need to report, you can fulfill your obligation as a Responsible Employee under Policy 78 by submitting it electronically through:

- The University’s online Title IX reporting portal:

On the University Title IX Reporting Webpage:

<https://www.govst.edu/report-sex-discrimination/>

Direct URL:

[https://cm.maxient.com/reportingform.php?GovernorsStateUniv&layout\\_id=21](https://cm.maxient.com/reportingform.php?GovernorsStateUniv&layout_id=21)

- The University’s 24/7 Compliance Hotline:

Telephone (toll free): 1-855-252-7606

Web portal: [www.Hotline-Services.com](http://www.Hotline-Services.com)

(when prompted, tell the Hotline you are affiliated with Governors State University)

If you are using either of those channels to fulfill your reporting obligation as a Responsible Employees, ***do not make your submission anonymous***. By including your name and contact details, you will assist the Title IX Coordinator with follow-up and prove that you are complying with Title IX and Policy 78.

You can also contact the Title IX Coordinator directly:

Kaitlyn Anne Wild  
Director of Compliance and Title IX Coordinator  
1 University Parkway, G328  
University Park, IL 60484  
Telephone: 708.534.4846  
Email: [titleixofficer@govst.edu](mailto:titleixofficer@govst.edu)

Don't worry, you don't have to memorize these options. They are accessible through the University's Title IX Reporting Webpage (<https://www.govst.edu/report-sex-discrimination/>), which can also be found through the main Title IX Webpage (<https://www.govst.edu/TitleIX/>) linked in the footer of every page of the Governors State University website.

## RULES FOR MAKING REPORTS

Here are some rules you need to follow when making a report to the Title IX Coordinator:

- A report should be made as soon as reasonably practicable after a Responsible Employee learns about the possible sex discrimination.
- Responsible Employees are not permitted to keep details about possible sex discrimination confidential or private from the Title IX Coordinator. If a Responsible Employee knows a detail, they must pass it along. For example, it would be unacceptable for a Responsible Employee to tell the Title IX Coordinator only that "a student" was being harassed when the Responsible Employee knew the name of the student.
- If a Responsible Employee is unsure whether the conduct about which they learn "reasonably may constitute sex discrimination" under Title IX and Policy 78, the Responsible Employee should still make a report.
- A report should include as much detail as possible, but a Responsible Employee is not expected to, nor should they, investigate matters on their own specifically to learn more details.

## TIPS FOR DEALING WITH DISCLOSURES OF POSSIBLE SEX DISCRIMINATION

There are multiple ways that you, as a Responsible Employee, may learn information about possible sex discrimination. One way is if someone tells you about possible sex discrimination. If you are in a situation where you believe someone may disclose information about possible sex discrimination, ***you should inform them of your obligation to report the information to the Title IX Coordinator.*** This will help avoid any misunderstandings about whether you can keep the information a secret.

Before and while discussing details of any incident of possible sex discrimination with the person, it would be a good idea for you to:

- **Affirm** you are there to help, but you must report the incident, including names if known, to the Title IX Coordinator. This does not necessarily mean a complaint will ever be made or an investigation initiated.
- **Assist** the person in reaching confidential resources (see the University’s Title IX Reporting Procedures and/or the GovState Title IX Confidential Resources webpage, <https://www.govst.edu/confidential-resources/>, for information), local police (if appropriate), and/or medical care (if appropriate), if the person wants such help.
- **Inform** the person that a complaint of sex discrimination can be filed directly with the Title IX Coordinator.
- **Listen and be supportive** when the person tells you about the incident, especially if they are the one who personally experienced the possible sex discrimination.
- **Remind** the person that you will be reporting the incident to the Title IX Coordinator and that someone from the University’s Title IX Office will likely be following up about the incident. The Title IX Office Team will provide additional resources and support, as necessary and appropriate.

After discussing the details with the person, fulfill your obligation by promptly reporting the information you received about the possible sex discrimination to the Title IX Coordinator. Include, to the extent you know them, the names of the alleged respondent and complainant, the names of any potential witnesses, relevant facts about the incident, and any safety concerns of which you are aware.

## ADDITIONAL INFORMATION

For additional information about reporting requirements and options for Responsible Employees, please:

- Review Policy 78 (<https://www.govst.edu/titleix-policy78-interim/>) and the University’s Title IX Reporting Procedures (<https://www.govst.edu/titleix-reporting-procedures/>),
- See the University’s Title IX webpage (<https://www.govst.edu/TitleIX/>) and subpages, and/or
- Contact the Title IX Coordinator:

Kaitlyn Anne Wild  
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 1 University Parkway, G328  
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Thank you for helping Governors State University’s efforts to address and eliminate sex discrimination!