

# MANDATORY REPORTING FOR TTUHSC EMPLOYEES



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

Office of Title IX

## Compliance Guide

### Who is a mandatory reporter, and when should a report be made?

All employees, including student employees, who in the course and scope of their employment, witness or receive information about a TTUHSC employee or student involved in:

**Sexual Harassment | Sexual Assault | Dating/Domestic Violence | Stalking**

Remember that TTUHSC's jurisdiction for addressing Sexual Misconduct is not limited to on-campus incidents. You should report any instance of Sexual Misconduct, regardless of location.

**Example:** A student tells you "in confidence" that they were sexually assaulted while at home for the holidays.

**Example:** You notice a bruise on a staff member's arm and they inform you that their partner hit them.

**Example:** A faculty member tells you that they are being stalked on social media by a former student.

### What happens after a report is submitted?

When a report is made, the Office of Title IX will contact the employee or student who is experiencing potential misconduct via email to request a follow-up meeting to discuss the report. During this meeting, the Office of Title IX will discuss options in addressing the report and what supportive measures and resources are available. The Office of Title IX will not contact the Responding Party (the individual alleged) without first consulting with the employee or student experiencing the potential misconduct.

### What are possible outcomes of not fulfilling my mandatory reporting responsibilities?

Failure to report Sexual Harassment, Sexual Assault, Dating Violence, or Stalking under the TTU System Regulation 07.06 is a violation of state law that shall result in termination of employment and may result in criminal and/or civil penalties. (Note that this determination will be made following an investigation).

Online Reporting Form

<https://www.ttuhscc.edu/title-ix>



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## Frequently Asked Questions

### What should I say when someone discloses Sexual Misconduct?

- Actively listen, support, and respond with empathy.
- Let them know you want to get them connected with the Office of Title IX, and encourage them to respond to offers of assistance and support.
- You can say something like, “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 the Title IX Office to ensure that you know about the options and resources available to you. More than anything, I want to make sure you are not having to walk through this alone.”

### What should I avoid?

- Avoid interrupting or asking about specific details. You are only required to report the information given freely to you.
- Avoid giving your opinion on what they should or must do. Rather, ask how you can be supportive.
- Avoid making promises that TTUHSC will take a specific action.

### What if someone discloses, but asks you to promise to keep it confidential?

- Let them know that state law requires employees to notify the Office of Title IX to ensure they have immediate access to support and resources.
- Talk to them about the reporting process and how the Office of Title IX can help.
- The TTUHSC Counseling Center is a resource where employees and students can confidentially disclose an incident of Sexual Misconduct.

### What if an incident of Sexual Misconduct is reported to multiple employees or multiple employees witness an incident?

- Everyone is required to submit a report.

### What if someone discloses an incident or I witness something while I'm off duty?

- You are only required by law to report incidents that you witness or are made aware of in your scope of work. However, this can be a tough line to navigate. When in doubt, please contact the Title IX Coordinator for clarification.

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