


August 5, 2015

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor



SUBJECT: Required Title IX Training - Responsible Employees

Under Title IX, NC State must respond promptly and effectively to reports of sex discrimination, sexual harassment and sexual violence that occur either on or off campus in any of the university's educational programs and activities. Once NC State receives a report, the university must take prompt and appropriate steps to investigate the incident, prevent the recurrence of any misconduct and address its effects.

Recent guidance from the U.S. Department of Education – Office for Civil Rights requires the university to identify “Responsible Employees.” These Responsible Employees are individuals who have authority to take action to redress the prohibited conduct; who have been given the duty of reporting incidents of sex discrimination, sexual harassment and sexual violence to the Title IX Coordinator; or whom a student could reasonably believe has this authority or duty. Responsible Employees must report allegations (and all relevant information disclosed about the incident), to NC State's Title IX Coordinator. In addition, Responsible Employees must attend an approved training program that covers these Title IX obligations. NC State REG 04.25.06 has been revised to reflect this new training requirement.

If your position has been identified as one of NC State's Responsible Employees [see next page], you must complete a Title IX approved training program on an annual basis. This year, the training will be delivered via in-person presentation facilitated jointly by the Office of Institutional Equity and Diversity (OIED) and the Office of General Counsel (OGC) from August to November. The dates, times, and locations for these trainings, and instructions on how to register for a session, are provided in the attachment. Those unable to attend the scheduled training may contact OIED regarding an alternative option. Completion of Responsible Employee training will be tracked to ensure compliance.

Responsible Employees who have also been designated by NC State as Campus Security Authorities (CSA) under the Clery Act will receive Responsible Employee Title IX training in conjunction with their annual CSA training.

Thank you for your assistance in continuing to make NC State a safe place to study, work and visit and one that is free of sex discrimination and harassment. If you have any questions regarding Title IX or its requirements, please contact one of NC State's Title IX Officers or visit NC State's Title IX website at <http://oied.ncsu.edu/titleix/>.

Responsible Employees at NC State

All Vice Chancellors, Associate and Assistant Vice Chancellors

Provost, Senior Vice Provosts, Vice Provosts, and Associate Vice Provosts

Colleges: All Deans, Associate and Assistant Deans, Department Heads, Associate Department Heads, Directors of Graduate Programs, and selected service professionals, academic advisors, program directors, and student career counselors as identified by the College's Dean

Division of Academic and Student Affairs: All personnel and all faculty/staff advisors to registered/recognized student organizations, with the exception of Student Health Services, Counseling Center professional staff, pastoral counselors within the Chaplains Cooperative Ministry, administrative assistants and finance

International Affairs: All professional staff

Enrollment Management & Services: Selected personnel as identified by Vice Provost for Enrollment Management & Services and University Registrar

Office of Institutional Equity and Diversity: Selected personnel as identified by Vice Provost for Institutional Equity and Diversity

Park Scholarships: All professional staff

Goodnight Scholars Program: All professional staff

Caldwell Fellows: All professional staff

Athletics: All directors, coaches and trainers

Centers and Institutes: Selected personnel as identified by the Vice Chancellor for Research, Innovation, and Economic Development, the Executive Vice Chancellor and Provost, and Deans having supervisory authority over the center or institute

Environmental Health and Public Safety: Selected personnel as identified by the Associate Vice Chancellor for Environmental Health and Public Safety

University Police: All personnel

Campus Enterprises: Selected personnel as identified by the Associate Vice Chancellor for Campus Enterprises

Human Resources: Selected personnel as identified by the Associate Vice Chancellor for Human Resources

ATTACHMENT A

Dates, Times, and Locations for Responsible Employee Training:

Date	Time	Location
August 14	2:00 – 3:00 pm	216 Poe Hall
September 15	1:30 – 2:30 pm	120 Weisiger-Brown
September 30	10:30 – 11:30 am	4106 Hunt Library
October 6	3:30 – 4:30 pm	135 BTEC
October 21	10:30 – 11:30 am	3222 Talley Student Union
November 5	3:30 – 4:30 pm	206 Cox Hall

Training Registration:

To register for one of the above sessions, please log-in to **MyPACK Portal**, and follow this menu path:

Main Menu > Employee Self Service > Learning and Development > Request Training Enrollment > then search for Course Number GC001