

## YOUR RESPONSIBILITY TO REPORT CERTAIN CONDUCT

As an employee at UA, you are a “responsible employee,” as that term is defined through guidance issued by the U.S. Department of Education.

As a responsible employee, **you have an affirmative duty to report certain prohibited sex-based conduct that you learn about.** You and/or UA could face severe consequences should a student/employee approach you and discuss certain prohibited conduct, and should you then neglect your duty to inform a Title IX coordinator of the conduct.

Prohibited conduct includes, but is not limited to, sexual misconduct, stalking, gender-based harassment, or retaliation against someone reporting misconduct.

Whom to notify or to call with questions or to report a concern:

**Michael Strong**

Deputy Title IX coordinator for students  
330-972-6048 or [mstrong@uakron.edu](mailto:mstrong@uakron.edu)

**Michelle Smith**

Deputy Title IX coordinator for employees  
330-972-5146 or [msmith5@uakron.edu](mailto:msmith5@uakron.edu)

### WHAT TO DO WHEN A STUDENT COMES FORWARD WITH INFORMATION ABOUT PROHIBITED CONDUCT

Your duty as a “responsible employee” requires you to notify a Title IX coordinator on campus.

You do not have the legal privilege of confidentiality. So you could say, “I’m sorry this happened. I’m glad you are telling me. I must tell you before you go on that I am required by law to report what you tell me to the Title IX coordinator on campus. He/she will determine what action is needed to keep you and the rest of campus safe. If you would prefer to keep this information confidential, there are others with whom you should talk.”

You then could refer to the student to a confidential employee. Learn more at [www.uakron.edu/confidential](http://www.uakron.edu/confidential).

For victims of sexual misconduct, this page offers guidance and resources: [www.uakron.edu/help](http://www.uakron.edu/help).