



THE MASTER'S
UNIVERSITY

“RESPONSIBLE EMPLOYEE” REPORT FORM

Forward this form promptly to your campus identified Title IX Administrator or Deputy Coordinator

Responsible Employee Name: _____ Date: _____

Phone Number: _____ Email: _____

The role of a *Responsible Employee* is to promptly report Title IX violations that you personally observe, as well as incidents reported to you. Sexual Misconduct violations may occur ON or OFF campus.

A list of reportable offenses under Title IX with definitions are included in your campus sexual misconduct policy. The five broad categories of violations include: 1. Sexual Harassment; 2. Non-consensual sexual contact; 3. Non-consensual sexual intercourse; 4. Sexual Exploitation; 5. Other misconduct offenses (if related to discrimination based on sex).

Many mandatory reporters under Title IX are also considered Campus Security Authorities (CSAs) under the Clery Act. If you are also a CSA, please refer to the Clery Act link on the Master's home page for a compliance guide and those reports may be made on the Clery Report Form to your campus Clery Compliance Administrator or Officer.

Reporting Party Name: _____ Phone Number: _____

Sexual Misconduct Category: _____ Date/Time occurred: _____

Location of Incident (include campus name and building #): _____

Description (All the relevant details): _____

Check the appropriate answer to the following questions:

Did the violation occur ON campus owned, controlled, or leased property? Yes: No:

Did the violation occur AT a campus sponsored activity or event? Yes: No:

Did the violation occur OFF campus while the student was “under contract?” Yes: No: