



UNIVERSITY OF SOUTH ALABAMA  
TITLE IX OFFICE

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## Title IX Employee Resource Guide

Responding to harassment, discrimination, and sexual misconduct concerns

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### Employee Responsibilities

• University employees are mandated reporters and are therefore required to promptly report allegations of discrimination, harassment, sexual assault, and misconduct to the University Title IX Coordinator, Deputy Title IX Coordinators, or Officials with Authority.

• At the University, “Officials with Authority” include but are not limited to: Chief Human Resources Officer (CHRO) EEO and Title IX Officer; Dean of Students; Director and Assistant Director of Student Rights and Responsibilities; Provost; Academic Deans; and USA Police.

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### Examples

- A student complains that members of her cohort often make “sexist and disparaging” comments about women and people of color.
- A faculty member tells you a former student is stalking her and leaving her threatening voice messages.
- A student is concerned because a faculty member will not allow her to make up an exam after she was on bed rest for a pregnancy-related condition.
- A student tells you one of her classmates felt coerced into having sex with her TA, but does not want to “make any waves” until after the course is over because she fears retaliation.
- You hear rumors that a respected senior administrator regularly makes sarcastic and disparaging comments about the LGBTQ community.
- An employee tells you she has missed work recently to avoid a co-worker who she believed had sex with her after she blacked out at a party.
- A faculty member complains to you about offensive comments his director made about his body.
- A student-athlete tells you in confidence that he believes he was sexually assaulted at a competition at another university.

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### Your Response

- Thank you for coming forward and sharing your concerns. The University takes all such concerns seriously and wants to ensure no one is subjected to a discriminatory environment.
- As a mandated reporter, I am required to notify appropriate personnel of such concerns so the University can respond and protect you and the entire University community.
- The University has resources, departments, and a Title IX Coordinator dedicated to resolving such concerns.
- The University also provides private and confidential support resources, including licensed mental health practitioners at the USA Counseling and Wellness Center.

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### You must report

- Federal Laws (including Title IX) and University policies (see Sexual Harassment and other Prohibited Sexual Conduct) require that mandated reporters report concerns of discrimination, sexual harassment, sexual misconduct, sexual assault/violence, and retaliation to the Title IX Coordinator.
- Do not delay. Once an allegation of this nature comes to your attention, you must report what you have been told.
- Faculty-Student privilege and Supervisor-Employee privilege does not exist. You cannot keep what you have been told confidential.

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### Where to report

University Title IX Office  
(251)460-7280  
[titleix@southalabama.edu](mailto:titleix@southalabama.edu)

USA Police  
(251)460-631

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### To report online:

<https://cm.maxient.com/reporting.php?UnivofSouthAlabama>

### 24/7 Support Advocates:

(251) 753-5440

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### If you don't promptly report a concern

- Your delay could cause additional harm to the individuals involved.
- You could expose the University to legal liability.
- Violation of University policy will result disciplinary actions

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### For more information, please visit

<https://www.southalabama.edu/departments/studentaffairs/titlenine/>

