How to Report

Faculty, staff and student employees who have or receive complaints of sexual harassment or sexual violence are obligated to report complaints to their supervisor or department head and/or to the Title IX Employee Coordinator as follows:

• If the accused individual is a student, the complaint must be reported to:

Carolus Brown, Dean of Students Title IX Student Coordinator Room 108 Phone: (408)498-5137 Email: cbrown@usv.edu

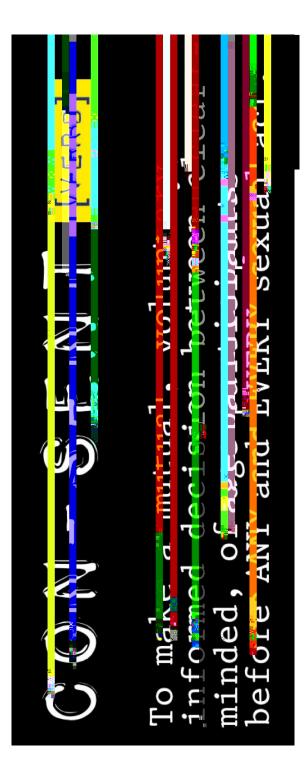
• If the accused individual is an employee or a visitor, the complaint must be reported to:

Students filing a complaint of sexual harassment or sexual assault on their own behalf or for another student may report it to:

Carolus Brown, Dean of Students
Title IX Student Coordinator
Room 108
Phone: (4080498-5137
Email: cbrown@usv.edu

IMPORTANT!

University of S ithyem if and when they occur





is firmly committed to nondiscrimination in its delivery of educational services. These practices include, but are not limited to, admission to, and participation in the benefits and services of, educational programs or related activities sponsored by the University. In compliance with all applicable federal and state laws, decisions will be made irrespective of the individual's sex, race, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, national origin, marital status, veteran status, sexual orientation, gender or any other basis prohibited by federal or state law or local ordinance. This policy is in accordance with Title VI of the Civil Rights Act of 1964, as amended: Executive Order 11246, as amended: Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1975; and any applicable state and local laws. When necessary, the University will reasonably accommodate individuals with disabilities if the individuals are otherwise qualified to meet the fundamental requirements of the University's educational program and/or able to safely perform all essential functions, without undue hardship to the University.

TITLE IX COORDINATORS:

Carolus Brown, Dean of Students Title IX – Student Coordinator

Room #108

Phone: (408)498-5137 Email: cbrown@usv.edu

Title IX Duties and Responsibilities:

- Responsible for Title IX compliance with matters involving students.
- This includes training, education, communication, and oversight of the grievance process for all complaints against students.
- The Title IX Student Coordinator meets with students and informs campus departments on the process for student referrals

Leslie Anderson, Director of Human Resources Title IX – Employee Coordinator

Phone: (408)498-5122 Email: landerson@usv.edu

Title IX Duties and Responsibilities:

- Responsible for Title IX compliance matters involving employees.
- Coordinates the flow of information to staff and faculty regarding Title IX procedures.
- The Title IX Employee Coordinator oversees the administration of complaint procedures for employees and other members of the university community.

Leslie Anderson, Director of Human Resources Title IX – Confidential Reporting Agent *Phone*: (408)498-5125

Email: landerson@usv.edu

Title IX Duties and Responsibilities:

- Monitors the overall implementation of Title IX Compliance.
- This includes monitoring, oversight, and training of staff and faculty.

WHAT IS TITLE IX?

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Sex discrimination encompasses all forms of sexual harassment. This includes verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties.

Sexual harassment and sexual violence can threaten a student's physical and emotional well-being, and may impact how a student performs academically.

- Sexual harassment includes unwelcome sexual advances, sexual threats and demands, requests for sexual favors and other unwelcome verbal, physical, or visual behavior of a sexual nature.
- Sexual violence refers to physical sexual acts perpetrated without consent or where a person is incapable of giving consent. This includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All acts of sexual violence are forms of sex discrimination and are prohibited by Title IX.
- Retaliation against ANY participants in the process is strictly prohibited. This includes the accused, victim, complainant, witnesses, and/or reporting individuals.
- Consent as defined by the state of California, is an expressed, verbal statement affirming that both individuals are accepting and wanting to engage at each stage and act of sexual interaction. Additionally, if an individual gives affirmative consent and then revokes consent, the sexual act must stop immediately upon consent being revoked.

CONFIDENTIALITY AND REPORTING

Title IX compliance involves having a clear and functional reporting channel to a Title IX Coordinator, in addition to training the campus community about how to recognize sex discrimination and how to report it

In order to make informed choices when consulting campus resources, you should be aware of confidentiality and mandatory reporting.

Some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to.

Other resources are expressly there for you to report crimes and policy violations, and they are obligated to take action when you report your victimization.

If you are unsure of someone's duties and/or their requirement to maintain your privacy, ask them before you talk to them.

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PROCEDURES F





- 3. Notice to Others Regarding Complaint. With the exception of Respondents, who may be notified of a filed complaint, including any amendment(s) thereto, and, in the discretion of the University, given a copy of any relevant part of the complaint, only those persons with a legitimate need to know will be apprised of the filing and final disposition of a complaint. Those persons may include, but are not necessarily limited to, appropriate organizational unit administrators (Academic or Administrative Department Directors, Managers, or Supervisors; or anyone on the Executive Committee) who may have an obligation to monitor the environment to ensure that retaliatory action does not occur during or after the investigative process concludes, and who may be required to implement recommendations of the University when it completes its investigation.
- 4. Access to Information Regarding the Investigation. Complainants and Respondents, upon inquiry and during the course of an investigation, may be advised of the status of the investigation.
- 5. Amending a Complaint. If, during the course of investigation, the University determines that more information is required to enable a meaningful investigation, Complainants may be requested to clarify or amplify allegations in the complaint. Complainants may also be allowed to add new Respondents or new discrimination charges related to the original complaint so long as such additions fall within the time limits otherwise applicable to the complaint and are accepted by the



- a. Upon completing investigation of an Administrative Review, the University will evaluate the evidence in accordance with the Nondiscrimination and Anti-harassment Policy and related standards and make a policy finding based on a preponderance of the evidence, also issuing a letter of determination to the requesting administrator which includes a finding of whether a policy violation occurred, and any information deemed appropriate.
- b. In a Type II Administrative Review, the University issues a letter of determination to the requesting administrator and also to any Respondent who was notified in the matter, including a finding of whether a policy violation occurred, and any other information deemed appropriate.
- c. Where a policy violation is found in an Administrative Review, the University also makes recommendations regarding any sanctions up to and including termination and/or other corrective action deemed appropriate, such as education and training. If discriminatory harassment is found, these recommendations include steps reasonably calculated to end any harassment and to prevent recurrence. The University may also issue recommendations in