

Responsible Employees

All Responsible Employees, including all faculty, coaches, and staff not designed as “Confidential”, must report disclosures of sexual misconduct to the EOATIX office in a timely manner. Responsible Employees should note all details possible about the incident, but are not permitted to investigate the incident further.

Where to Report

Responsible Employees should report disclosures to the Office of Equal Opportunity, Accessibility, and Title IX (EOATIX) via phone, email, Zoom, or in-person. In emergencies, the Department of Safety and Security can also contact the Title IX Coordinator after hours.

When to Report

It’s important to report the incident as soon as possible and no later than 24 hours after receiving the disclosure.

What to Report

Aim to include the following information in your report if known:

- First and last names of all individuals involved
- Status of all individuals involved (student, faculty, staff, visitor, etc.)
- Date the information was shared with you
- Date the incident occurred
- Description of or details about the incident
- Specific location of the incident

What happens after reporting? The EOATIX office will outreach the impacted individual(s) to provide resources and propose a voluntary meeting.

What is the Clery Act? The Clery Act requires all colleges and universities participating in federal financial aid programs to collect, retain, and disclose information about crime on or near campuses. It defines Campus Security Authorities (CSAs) as mandated crime reporters.

Who is a CSA? A Campus Security Authority is a Clery-specific term for anyone who has significant responsibility for students and campus activities, such as the Department of Safety and Security, the Title IX Coordinator, student affairs staff, residential life administrators, and UGAs.

For more information, please visit eoatix.dartmouth.edu.

