



Guide to Being a Mandated Reporter for Incidents of Sex Discrimination, Harassment, Misconduct and Retaliation

Who is a Mandated Reporter at Lenoir-Rhyne?

All LRU faculty and staff are Mandated Reporters (formerly called “Responsible Employees”) under University policy for purposes of reporting sexual assault, sexual harassment, dating violence, domestic violence, stalking, sexual exploitation, discrimination on the basis of sex/gender, including sexual orientation and gender identity, and related retaliation (collectively, “Sex/Gender Discrimination and/or Retaliation”). Mandated Reporters include all faculty and staff (full-time, part-time, and adjuncts), and some students (like Resident and Course Assistants). Employees that are not considered Mandated Reporters are called “Confidential Resources” and include University Counselors and Pastors and the Student Health Provider (discussed more below). Confidential Resources are not required to report incidents of Sex/Gender Discrimination.

What are my responsibilities as a Mandated Reporter?

As a Mandated Reporter, you must share immediately any information you have regarding an incident of Sex/Gender Discrimination and/or Retaliation with the Title IX Coordinator or a Deputy Coordinator.

How do I contact the Title IX Coordinator and/or Title IX Deputy Coordinator?

- University Director of Compliance/Title IX Coordinator – Dawn Floyd
828.328.7040; Dawn.Floyd@lr.edu or TitleIXCoordinator@lr.edu
- Asheville Deputy Title IX Coordinator – Dr. Michael Dempsey
828.407.4269; Michael.Dempsey@lr.edu

You may also report an incident by utilizing the reporting function on the University’s Title IX webpage, by going to www.lr.edu/titleix and clicking on “Submit a Report or Complaint.” The submitted form is automatically sent to the Title IX Coordinator.

How do I respond to someone who reports an incident of Sex/Gender Discrimination to me?

- Most importantly, listen to the victim (called “complainant”). Be empathetic and let the complainant know that you will help and support them through this difficult time. Please make

sure the complainant understands that you are obligated, as a Mandated Reporter, to share the information with the Title IX Coordinator so the University can respond appropriately and provide needed resources and supportive measures. Also let them know that, other than talking with the Title IX Coordinator, their information will be kept private.

- Provide them with a copy of the Resource Guide, which is available on LRU's Title IX webpage at www.lr.edu/titleix or from the Title IX Coordinator.
- Let them know that the Title IX Coordinator will coordinate supportive measures for them and talk with them about what they want the University to do in response to the incident, if anything. Except in certain cases, LRU will honor the request of a complainant not to pursue a formal complaint.
- Tell them it is their choice whether to report the incident to law enforcement, and that you can provide assistance in contacting law enforcement. If the student wishes to inform law enforcement, call the Department of Public Safety or Title IX Coordinator for their assistance.
- Tell the student about utilizing **Confidential Resources** including:
 - Jenny Smith, Counselor, 828.328.7252; Jenny.Smith@lr.edu
 - Michael Spivey, University Counselor, 828.328.7298; Michael.Spivey@lr.edu
 - Kellie Medley, University Counselor, 828.328.7181; Kellie.Medley@lr.edu
 - Mary Frances Sears, Student Health Provider, 828.328.7958; MaryFrances.Sears@lr.edu
 - Rev. Todd Cutter, Campus Pastor & Director of Spiritual Life, todd.cutter@lr.edu
 - Rev. Jesse Canniff-Kuhn, Jesse.CanniffKuhn2@lr.edu (Columbia)

What happens once the incident is reported to the Title IX Coordinator or a Deputy Coordinator?

The Title IX Coordinator or Deputy Coordinator will schedule a meeting with the complainant to discuss supportive measures and explain their options and rights, including how the complainant would like the University to respond to their report. In most cases, the University can respect the complainant's wishes even if they don't want to bring a formal complaint. If the complainant wishes to make a formal complaint, the Title IX Coordinator will provide notice and supportive measures to the alleged accused (called "Respondent").

What do I tell someone who is accused of Sex/Gender Discrimination and/or Retaliation?

Please let them know that you are there to support them. You can tell them that, under LRU's Policy, they are presumed not in violation of the Sex/Gender Discrimination and Anti-Retaliation Policy until proven otherwise through a thorough a formal process that involves a thorough investigation and fair hearing. Also, let them know that the Title IX Coordinator will meet with them to discuss their rights and options, and supportive measures to assist them through the process.

If you have any questions or to report, please contact:
Dawn Floyd - Director of Compliance /Title IX Coordinator
Dawn.Floyd@lr.edu; TitleIXCoordinator@lr.edu or 828.328.7040
Cromer 206(A); www.lr.edu/titleix