



Lenoir-Rhyne University's Guide to Being an Employee Responsible for Reporting Incidents of Sex- and Gender-Based Misconduct

A Guide for LRU Faculty and Staff

Who is a Responsible Employee at Lenoir-Rhyne?

All LRU faculty and staff are Responsible Employees under Title IX for purposes of reporting sexual assault, sexual harassment, dating violence, domestic violence, stalking, or other gender-based misconduct and related retaliation (collectively "sex- and gender-based misconduct") involving our students. Responsible employees include full-time, part-time, adjunct, and any other individuals employed by LRU. Responsible employees also include individuals employed by an agent of LRU and working regularly on one of LRU's campuses (i.e., contractors).

What are my responsibilities as a Responsible Employee?

As a Responsible Employee, everything that you know regarding an incident of sex- or gender-based misconduct involving a student (as alleged perpetrator or alleged victim) is imputed to the University. The University has an obligation to respond to reported incidents as if it has all the information you have.

The University cannot respond unless you share the information immediately with the Title IX Coordinator, a Deputy Title IX Coordinator, or a member of the Sexual Misconduct Response Team (SMRT). **As a Responsible Employee, you must share immediately any information you have regarding an incident of sex-or gender-based misconduct involving a student with the Title IX Coordinator, a Deputy Coordinator or a member of the SMRT. If you make a report to a Deputy Coordinator or a member of the SMRT team, you have satisfied your obligations because the Deputies and members of SMRT will report the incident to the Title IX Coordinator. You may also complete a Sexual Misconduct Grievance Form, which is available on the last page of the Guide and LRU's Title IX webpage.**

Below is contact information for Title IX Coordinators and members of SMRT:

Title IX Coordinators

Dawn Floyd, Director of Compliance/Title IX Coordinator
(828) 328-7040; Dawn.Floyd@lr.edu or TitleIXCoordinator@lr.edu

Dr. Michael Dempsey, Deputy Title IX Coordinator - Asheville
(828) 407-4269; michael.dempsey@lr.edu

Robyn Marren, Deputy Title IX Coordinator - Columbia
(803) 461-3277; robyn.marren@lr.edu

Sexual Misconduct Response Team (SMRT)

Dr. Katie Fisher, Assistant Provost & Dean of Students
(828) 328-7246; katie.fisher@lr.edu

Peter Kendall, Senior Vice President for Administration and Finance
(828) 328-7100; peter.kendall@lr.edu

Dr. Amy Wood, Assistant Provost and Dean Graduate and Adult Programs
(828) 328-7728; amy.wood@lr.edu

The Reverend Jenn Casey, Director of Enrollment Management - Columbia
(803) 461-3297; jennifer.casey@lr.edu

Rick Nichols, Director of Human Resources
(828)328-7387; rick.nichols@lr.edu

Norris Yoder, Director of Safety and Security
(828) 328-7450; norris.yoder@lr.edu

How do I respond to a student who reports an incident to me?

- Most importantly, listen. Be empathetic and let the student know that you will help and support him/her/them through this difficult time. If possible, before the student tells you exactly what happened, make sure the student understands that you are obligated, as a responsible employee, to share the information with the Title IX Coordinator so the University can respond appropriately and provide the student with helpful resources. Other than sharing the Information with the Title IX Coordinator or a member of SMRT, you will keep any shared information private.
- Let the student know that the Title IX Coordinator will coordinate resources and

accommodations for the victim/survivor and talk with the victim/survivor about what he/she/they want the University to do in response to the incident. Except in rare cases, LRU will honor the request of a victim/survivor not to pursue a formal complaint. A victim/survivor will not be required to participate in a hearing if the victim/survivor does not want to do so.

- Tell the student that it is the victim/survivor's choice whether to report the incident to law enforcement, but you can provide assistance in contacting law enforcement. If the student wishes to proceed with informing law enforcement, call Security Services.
- Tell the student about **CONFIDENTIAL CAMPUS RESOURCES** including:
 - Jenny Smith, University Counselor, 828.328.7252, Jenny.Smith@lr.edu (Hickory and Columbia)
 - Jennifer Drum, University Counselor, 828.328.7957, Jennifer.Drum@lr.edu (Hickory and Asheville)
 - Andrew Weisner, University Pastor, 828.781.1110, Andrew.Weisner@lr.edu (Hickory, Asheville, Columbia)
 - Pastor Gary Dreier, 803.461.3222, gary.dreier@lr.edu (Columbia)
 - Pastor Christopher Webb, 828.253.0043, Christopher.Webb@lr.edu (Asheville)
- Provide the student with a copy of the Victim/Survivor's Resource Guide, which is available on LRU's Title IX webpage or from the Title IX Coordinator.

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

The Title IX Coordinator will reach out to the alleged victim/survivor to schedule a meeting to discuss resources available on- and off-campus to support the student and to explain the victim/survivor's options. The Title IX Coordinator will refer the student to the Dean of Students for additional care and concern, including accommodations. The Title IX Coordinator will also talk with the victim/survivor about confidentiality and how the victim/survivor wants the University to respond to their information.

In most cases, the University can respect the student's wishes even if they don't want to bring a formal complaint against the accused. Under certain circumstances the University may decide to move forward with a full investigation despite the victim's/survivor's wishes, but the victim/survivor will be informed before the investigation moves forward.

At the conclusion of an investigation, the Title IX Coordinator drafts an Investigative Report and submits it to the Complainant (victim/survivor) and Respondent (accused). The matter is then resolved through the Sexual Misconduct Review Board.

If you have any questions about the information in this guide, training, or reporting, please contact:

Office of Compliance/Title IX - Dawn Floyd, Director/Title IX Coordinator

LRU Box #7137; Cromer 206(A)

TitleIXCoordinator@lr.edu; Dawn.Floyd@lr.edu; (828) 328-7040



Lenoir-Rhyne University Sexual Misconduct Grievance Form

Reporter Name: _____ Phone & Email: _____

Circle the category that describes Reporter: Staff Faculty Student Other Date of Report: _____

Alleged complaining individual/victim ("complainant"):

Name: _____ Gender: _____

Phone Number: _____ Email Address: _____

Does complainant live on-campus or off-campus? _____

Circle the appropriate category for the complainant: Student Staff Faculty Other

Does the complainant wish to remain confidential at this time (i.e., the complainant only wants their name and information about the incident to be shared with the Title IX Coordinator)?

Date & Time of Incident: _____ Location of Incident (circle one): on-Campus off-campus

Please provide as much information about the alleged incident as possible:

Alleged individual against whom the grievance is asserted ("respondent"):

Name: _____ Gender: _____

Phone Number: _____ Email Address: _____

Does respondent live on-campus or off-campus? _____

Circle the appropriate category for the respondent: Student Staff Faculty Other

Was the respondent known to the complainant prior to the incident (circle one if known)? Yes ___ No ___

Potential witnesses to the incident:

Name & Contact Information (Phone & Email): _____

Name & Contact Information (Phone & Email): _____

Name & Contact Information (Phone & Email): _____

Does complainant wish to notify law enforcement at this time (circle one)? Yes No

If law enforcement has already been notified, which agency was notified (circle all applicable)? LRU Security HPD

**Please submit completed grievance form to:
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LRU Box #7137; Cromer 206(A)
TitleIXCoordinator@lr.edu; Dawn.Floyd@lr.edu; (828) 328-7040**