

## How do I fulfill my responsibilities/obligations as a Responsible Employee?

- Let the student or employee know that you want to get them connected with the Title IX Coordinator who can assist them with options and resources.
- As a Responsible Employee (i.e. Mandatory Reporter with an obligation to report incidents to the Title IX Coordinator), you will need to report all known details of the incident to the [Title IX Coordinator](#) by using the [online reporting form](#) or by contacting the Title IX Coordinator directly (Peter Phaiyah, [titleixcoordinator@nmt.edu](mailto:titleixcoordinator@nmt.edu) , Fidel Student Center, Room 238, 575-835-5953, x-5953 or 575-322-0001).
- Listen to the reporting party (student or employee complainant). Be supportive but do not probe for details, define the student's experience, interrupt, or question the student. Remember, your role is not to investigate the incident, but rather to assist the student in connecting with appropriate administrators who can most effectively provide remedial support, resources, and options for resolution.
- Explain to the reporting party that following your report, someone from the Title IX office will contact them to provide information about available support and resources, but will not contact the alleged student/employee (respondent) or otherwise act on the report without first consulting with the reporting party.
- You should encourage the reporting party to speak with the Title IX Coordinator, even if they are unsure at the time whether they want to file a formal complaint. The Title IX Coordinator and their staff can assist with important information regarding reporting party rights, available resources, and implement interim preventative measures until the reporting party decides which course of action is best for them.
- Understand that New Mexico Tech's jurisdiction for addressing sexual misconduct is not limited to only on-campus incidents. In many instances, the University is required by federal law to look into an incident regardless of where it occurred. As such, you should report any instance of sexual misconduct or harassment to the Title IX Coordinator regardless of the incident's location.
- Understand that any person can report alleged sexual misconduct or harassment, including faculty, students, staff, administration, guests, visitors, etc. These reports are also to be reported to the Title IX Coordinator for appropriate action to help stop the conduct, help to prevent its reoccurrence, and remedy the situation.
- For more information on your role as a Responsible Employee, please review the following documents:
  - [Frequently Asked Questions: Employee Reporting Obligations Under Title IX](#)



- \* Also, the Title IX Coordinator is required to share with the reporting party the [Complainant's Rights Related to Gender-based Discrimination/Sexual Misconduct, Stalking, Relationship Violence, and Retaliation Cases](#) so it is good idea that Responsible Employees are aware of complainant's rights (e.g. their right to have an advocate with them throughout this process).