



SACRAMENTO
STATE

California State University, Sacramento
Office of Human Resources
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What Every Student Club/Organization Advisor Needs to Know about Title IX and Reporting Obligations

Sacramento State takes reports of sexual misconduct seriously, and it is important that advisors for clubs and organizations know about their reporting obligations. Given their position, advisors may be the first point of contact when a student reports an incident of sexual harassment, sexual misconduct, dating/domestic violence, or stalking.

The President of Sacramento State has designated the Office for Equal Opportunity the authority to oversee the administration of all of the University's civil rights – related policies, including Executive Order 1095, the Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy (Revised June 23, 2015).

Under Executive Order 1097 Article I.H, “Any Employee who knows or has reason to know of allegations or acts that violate this policy shall promptly inform the DHR Administrator or Title IX Coordinator. These Employees are required to disclose all information including the names of the Parties, even where the person has requested that his/her name remain confidential. The DHR Administrator or Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each such incident.”

Pursuant to Executive Order 1097, advisors who are employees of the University are required to immediately report these types of incidents to the Title IX Coordinator's office at **(916) 278-5770**. “Tips for Responding to a Disclosure” are attached to notice to provide advisors with guidance on how to sensitively and effectively respond to a disclosure from a student.

Sacramento State recognizes that some advisors are volunteers who do not have an employment relationship with the University. The University strongly encourages these advisors to also promptly report disclosures of sexual misconduct, stalking or dating violence to the Office for Equal Opportunity.

Even if a student does not wish to participate in the Executive Order process, the University must still ensure that students are aware of their resources including the right to counseling, academic assistance, victim advocacy, and safety measures. By failing to report an incident to the appropriate campus office, an advisor may inadvertently 1) fail to make sure the student receives the assistance they need and 2) stop the University from taking preventative measures to address potential danger to the campus community.

Together we can keep Sacramento State safe! For additional information on Sacramento State's efforts to eliminate sexual misconduct, and support and reporting options for victims of sexual misconduct, please visit <http://www.csus.edu/titleix>.

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