

Title IX Essentials for Employees

What is Title IX?

Title IX is a federal civil rights law that protects students, staff and faculty from sex-based discrimination in education programs and activities.

Sex-based discrimination under Title IX includes:

- Sexual Harassment
- Sexual Assault
- Stalking
- Dating /Domestic Violence
- Discrimination based on pregnancy, childbirth, and related conditions
- Other forms of discrimination or harassment based on sex

Your Responsibility for Title IX

Every Bradley employee plays a vital role in supporting members of our community who may be affected by sex-based discrimination or misconduct. With the exception of Health Services & Counseling Center staff, all Bradley employees are **mandatory reporters** under Title IX.

If you learn about a potential Title IX related situation, you are required to share that information with the Office of Title IX Compliance. Reporting ensures the impacted individual is offered available support, informed of their rights & options, and connected to resources.

You Can Make a Difference

When someone shares information about conduct that may fall under Title IX, it can feel overwhelming for you & is a vulnerable moment for them. Your response matters.

In the moment:

1. **Stay calm** and thank them for sharing.
2. **Express support** and let them know you are here to help.
3. **Be transparent** about your reporting obligation: explain that you must share the information with the Office of Title IX Compliance so that they can be offered all available support and options.
4. **Clarify privacy versus confidentiality:** let them know you will keep their information private, sharing it only with those who need to know, but you are not a confidential resource. Offer to connect them with Health Services or the Counseling Center if they want to speak confidentially.

Sample language:

“Thank you for sharing this with me. I’m here to help you. I need to let you know that I’m required to report incidents like this to the Title IX Coordinator so you can be offered support and options.”

“I will keep what you’ve shared private & only tell those who need to know, but I want to be clear that our conversation is not confidential. If you want to speak to someone confidentially, I can connect you with Health Services or the Counseling Center. My goal is to make sure you’re aware of all the resources and support available to you.”

Showing respect, dignity & compassion helps impacted individuals to feel safer accessing available resources & continuing their path at Bradley. You are not expected to meet every need or have every answer. Your role is to connect them with those who can help.

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How to Make a Title IX Report

There are multiple ways to make Title IX report:

- Use the [Submit A Report](#) button on the Office of Title IX Compliance Website
- Email TitleIXCoordinator@Bradley.edu
- Call Title IX Coordinator Jocelyn Watkins at 309-677-2081 or Title IX Deputy Coordinator Jessica Spelman at 309-677-4170

Please make reports promptly – ideally within 24 hours - once you become aware of a potential Title IX situation.

Retaliation for reporting or participating in a Title IX process is strictly prohibited.

Recommended Syllabus Language

Faculty are strongly encouraged to include Title IX information in their syllabi. Doing so reinforces Title IX as a vital student support resource & helps ensure our community is aware of the assistance and protections available. **Sample Title IX Syllabus language can be found [here](#).**

Why Title IX Matters

Every member of the Bradley community deserves safe & equitable access to all educational activities & programs. When we, as employees, understand our responsibility to report and can meaningfully connect individuals with support & resources we not only meet our federal obligations, but we also uphold respect, dignity, & care for every person on our campus.

Available Resources & Support

- **Office of Title IX Compliance**
Bradley Hall 244 & 246
309-677-2081 & 309-677-4170
TitleIXCoordinator@Bradley.edu
- **Bradley University Police**
Campustown
309-677-2000

Confidential Resources:

- **Bradley Health Services & Counseling Center**
Markin Center
During business hours 309-677-2700
After hours 309-677-3200
- **Center for Prevention of Abuse**
Local non-profit offering free victim services including advocacy, shelter, counseling, assistance with obtaining an Order of Protection & more
309-691-0551

Title IX Supportive Measures vs. Disability Accommodations

Title IX Supportive Measures through the Office of Title IX Compliance are offered to parties when the University receives notice of alleged Title IX violations & are intended to restore or preserve access to educational programs & activities. Supportive Measures are individualized & non-punitive. Common Supportive Measures include but are not limited to:

- Professor notification for academic support
- Altering campus housing assignment
- No Contact Directive
- Campus safety escorts
- Counseling referral

Disability Accommodations through Student Access Services are provided to all qualified students with disabilities as defined by federal laws, ADA and Section 504. A disability accommodation ensures qualified individuals equal access to educational programs.



To learn More about the Office of Title IX Compliance, including reporting, policies, & resource guides, scan the QR code.