

Dear Lawrence University Faculty and Staff:

Title IX of the Education Amendments of 1972 is a federal sex/gender equity law that governs how educational institutions receiving federal funds must respond to allegations of sex and gender-based discrimination, harassment, violence, and/or retaliation. The regulations issued by the U.S. Department of Education's Office for Civil Rights dictate how institutions must respond to incidents of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

The regulations state: "Notice to the recipient's Title IX Coordinator or to 'any official of the recipient who has authority to institute corrective measures on behalf of the recipient' (referred to herein as "officials with authority") conveys actual knowledge to the recipient and triggers the recipient's response obligations."

For Lawrence University, *Official with Authority* (OWA) means all employees who are not designated as confidential resources. A list of confidential resources can be found [here](#) (roughly halfway down the page) and include counselors and health care providers working within the scope of their licensure, spiritual and religious life staff working within any of their pastoral and/or ministerial duties and select other staff.

Notice means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of sex or gender-based discrimination, harassment, violence, and/or retaliatory conduct involving students, faculty, staff, or third parties.

Lawrence University has determined all employees, other than those listed as confidential resources, are Officials with Authority. This means if you receive notice of sex or gender-based discrimination, harassment, sexual violence, stalking, dating violence, domestic violence, and/or retaliatory conduct involving students, faculty, staff, or third parties, you are required to promptly report (within two (2) business days) all known information regarding the alleged misconduct to the Title IX Coordinator.

Notice or complaints may be made using any of the following options:

- 1) Report to Robert Babcock, Ed. D., Title IX Coordinator, directly. Such a report may be made at any time (including during non-business hours) via telephone or email address, or by U.S. mail to the address listed for the Title IX Coordinator or any other official listed.
- 2) Report online, using the reporting form posted [here](#).

You are **not** permitted to submit anonymous reports. This means that you must include your own name and contact information when submitting a report as well as all information known about the complaint. It is not the employee's responsibility to determine if the institution has jurisdiction over the alleged misconduct, or to determine whether misconduct took place. The Title IX Coordinator or other appropriate officials will make that determination on behalf of the institution.

A copy of Lawrence University's Violence Against Women Act Brochure (VAWA), [available here](#), must be provided by you to anyone who gives you notice.

Institutional policy and federal regulation require you to maintain the confidentiality of the notice you are given, except to fulfill reporting responsibilities identified in policy.

If you have any questions about this notification, please contact:

Robert Babcock, Ed. D.,

Assistant Vice President, Institutional Access and Belonging

Title VI/VII/IX Coordinator

robert.babcock@lawrence.edu

920-832-7496

Thank you for your assistance in complying with this federal law and supporting institutional efforts to maintain an environment free of sex and gender-based discrimination, violence, harassment, and/or retaliatory conduct. Click [here](#) if you would like to read the Lawrence University Policy Against Discrimination and Harassment.

Alison Scott-Williams

Executive Vice President & Chief Operating Officer