

NUHS Title IX Responsible Employee Action Checklist

This checklist is designed to assist you. As a responsible employee you are required to report all information received that may involve sexual misconduct affecting or perpetrated by any member of the campus community.

- Medical or Emergency Needs:**
Inquire whether there is an immediate safety risk to the individual or the person affected. If they feel they are in danger or need urgent care, call 911. If they wish to make an immediate phone call, ensure they receive access to a phone.
- Privacy versus Confidentiality:**
At the first sign that someone is going to disclose an incidence of sexual misconduct to you, inform them that you are mandated to report all details of the disclosure to the Title IX Coordinator. The Title IX Coordinator can take measures to protect the individual and the campus community and can assist them in understanding their options. If they are willing, put them in contact with or escort them to the Title IX Coordinator or one of Title IX Deputy Coordinators.
- You Are a Responsible Employee:**
As a responsible employee you may not keep confidential any information regarding possible sexual misconduct that involves a member of the campus community. If the individual prefers to talk to a confidential resource, encourage them to meet with the NUHS Confidential Advisor. Other than information needed to determine imminent danger, do not request additional information. You are not to investigate or attempt to resolve the situation.
- Complete Form:**
Complete the form and include as much detail as possible. It is vital that this form and information be relayed to the Title IX Coordinator immediately via submission through the NUHS website, email or phone (when completing the form is not possible) within 1 hour after receiving the complaint, or as soon as possible. If the complaint/incident occurred during non-traditional business hours, inform NUHS Security immediately and they will forward the information to the Title IX Coordinator.

• **NUHS Title IX Coordinator:**

o Mrs. Tracy McHugh, Vice President
for Administrative Services
tmchugh@nuhs.edu – Illinois Site,
Janse Hall, 1st floor, Room 106
(630) 889-6605 or (815) 592-3738

• **NUHS Confidential Advisor:**

o Ms. Erin Myover-Piotrowski, Student Services
Coordinator
emyover@nuhs.edu – Illinois Site, Janse Hall,
2nd floor, Student Services • (630) 889-6542

NUHS Title IX Deputy Coordinators:

o Ms. Pam Jones, Florida Campus Coordinator
pjones@nuhs.edu – Florida Site, UPC 2nd Floor,
Room 203 • (727) 394-6217 or (727) 432-5522

o Ms. Yesenia Maldonado, Dean of Students
ymaldonado@nuhs.edu – Illinois Site, Janse Hall,
2nd floor, Room 218 • (630) 889-6548

o Mr. Andrew Wozniak, Director of Human Resources
awozniak@nuhs.edu – Illinois Site, Janse Hall,
1st floor, Room 117D • (630) 889-6878

Title IX Complaint Form

Complainant*/Bystander* (circle one) Last Name:	First Name:
Address:	Daytime Phone:
Email Address:	Program/Department:

Check the category that identifies your status at NUHS.

Student Faculty Staff Other – Specify:

Witnesses (name, relationship to you, and phone number):

Respondent* (name, relationship to you, and phone number):

Summary of Incident:

Person Completing This Form:

Print Name: _____ Date: _____

Received by Title IX Coordinator: _____

***Complainant** – Person making the complaint of sexual misconduct

***Bystander** – Person making the report on behalf of the complainant, or as a witness

***Respondent** – Person listed as responsible for violating the NUHS Sexual Misconduct Policy