



**Department of Student Activities
 ADVISOR AGREEMENT FORM FOR
 REGISTERED STUDENT ORGANIZATIONS**

**2019-2020
 Academic
 Year**

Name of Student _____
 Organization: _____

Deadline for Submission: Monday, September 2, 2019

Instructions: This form is to be submitted at the **beginning of EACH FALL SEMESTER**. If there are multiple advisors of a registered student group, then **each advisor must submit their own form**. *Full time Faculty/Staff who NO LONGER ADVISE a registered student group are responsible for notifying the Office of Student Activities so that their contact information can be removed from the database.*

Advisor's Expectations: The following criteria must be met to be a faculty staff advisor for a registered student organization at Western Kentucky University:

Initial Here Statement of Purpose

- _____ 1. The advisor must be a full-time salaried employee of the University. Hourly part-time individuals may act as assistant advisors, but the primary advisor(s) of record are ultimately responsible for all club purposes, and must be a full-time salaried faculty or staff member of the University. (This does not apply to Greek Organizations).
- _____ 2. The advisor will assist in pursuing the goals of the student organization.
- _____ 3. The advisor is encouraged to attend meetings, events, activities, and functions or arrange to have other University approved supervision. Provide reasonable and prudent support for club activities.
- _____ 4. The advisor must be familiar with University policies and procedures. The WKU Student Handbook is available online at <http://www.wku.edu/handbook/>. Advisors are expected to help guide students with campus policies.
- _____ 5. I have received, read, and understand the document regarding the University's stance on and procedures for **Title IX**.

_____ **Statement of Commitment and Consent:** I, the advisor, have read and understand the rules and regulations pertaining to registered student organizations in the **Student Guidebook**, as well as the University's policy regarding **Title IX**, and affirm that the information contained on the attached registration forms are true and correct to the best of my knowledge. I have agreed to be the faculty/staff advisor for the above listed student organization for the 2019-20 academic year. I acknowledge that the officers listed on the RSO Update form are the official representatives of this organization.

Advisor Name: _____ Campus Phone: _____

Department: _____ Campus Address: _____ BUILDING NAME & ROOM #

Campus Email Address: _____

Advisor Signature: _____

Submit to: Office of Student Activities, Downing Student Union 2059, rso@wku.edu

Dear Registered Student Organization Advisors,

With the start of a new academic year, I want to make you aware of Western Kentucky University's stance on and procedures for interpersonal violence such as harassment, sexual assault, and gender-based discrimination.

What is Title IX? Title IX of the Education Amendments of 1972 ("Title IX") is a federal law, and compliance with this law is required for all educational institutions (kindergarten through higher education). Title IX prohibits discrimination on the basis of sex/gender in educational programs and activities. Discrimination based upon sex can include sexual harassment or sexual violence, a form of sexual harassment, such as sexual intercourse without consent, sexual assault, and sexual coercion. Title IX also prohibits gender based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

In April 2011, The Department of Education's Office of Civil Rights (OCR) issued the "Dear Colleague Letter" (DCL). The purpose of the DCL was to explain that the requirements of Title IX cover sexual violence and to remind schools of their responsibility to take immediate and effective steps to end the harassment or violence, prevent its recurrence, and remedy the effects upon the victim and community.

Why is this important to you? In your interactions with WKU students, you become a trusted resource. As such, it is likely that students may disclose to you issues related to Title IX, including but not limited to harassment, physical violence or threat of violence, stalking, hazing, non-consensual sexual contact, rape or any form of sexual violence. Therefore, we want you to be aware of the options and resources available to students in these situations.

How to Report: Should a student disclose to you that they, or another student, are or have experienced sexual assault, stalking, harassment, physical violence or threats of violence, hazing, non-consensual sexual contact, rape, or any form of sexual violence, you should encourage and assist the student to notify the Office of Student Conduct by phone 270-745-5429, email student.conduct@wku.edu, or through the Student Conduct website <https://www.wku.edu/studentconduct/reportit.php>. Students may also report directly to the Title IX Coordinator at 270-745-5398.

All Western Kentucky University employees must report information they have about alleged or possible sexual misconduct/assault involving student-to-student concerns to the Office of Student Conduct and concerns involving, but not limited to, employee-to-student, employee-to-employee and student-to employee to the Equal Employment Opportunity office. Reports must be filed within 24 hours of the disclosure and should include the student's name, WKU ID number (if known), and any detailed information provided during the disclosure. If you are not an employee of the University, you should directly advise your chapter that you are not employed by WKU and reports of sexual discrimination and/or harassment should be made to one of the aforementioned offices or the faculty/staff advisor for the organization.

What Happens Next: The Office of Student Conduct will provide support and assistance for complainant students regarding academic and living situations as deemed appropriate. Additionally, Title IX Investigators will conduct timely investigations of all reports and, where appropriate, will hold individuals accountable for their actions according to the procedures outlined in the Student Code of Conduct. If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Information about Title IX procedures is available at <https://www.wku.edu/studentconduct/titlenine.php>

Confidential Support: Students also have the option to confidentially report and gain access to services and assistance by contacting the Counseling and Testing Center at 270-745-3159.

Criminal Reporting: Separate from University policy and procedure, students who experience harassment, physical violence or threat of violence, or any form of sexual violence are also encouraged to file a report with Western Kentucky University Police (WKUPD) or local law enforcement. WKU PD or local law enforcement may conduct an investigation based on potential criminal activity related to the situation reported. WKUPD is located in Parking Structure I (across from the Downing Student Union), and the department's phone number is 270-745-2548.

Know Your IX: Your attention and assistance to make Western Kentucky University safe and discrimination free is appreciated. Title IX educational presentations for your organizations are available through contacting the Office of Student Conduct by phone at 270-745-5429 or email to michael.crowe@wku.edu. For other questions, you can contact me at 270-745-5398 or titleix@wku.edu.



Andrea P. Anderson

Title IX Coordinator

Office of General Counsel

Western Kentucky University