EMPLOYEE/STUDENT-WORKER REPORT FORM

TAMUS Regulation, Civil Rights Compliance, 08.01.01 states that all employees (including student workers) are responsible for ensuring their work and educational environments are free from discrimination. When alleged or suspected sex-based and civil rights (race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other classification protected by federal, state, or local law) is experienced by, observed by, or made known to an employee in the course and scope of their employment, the employee is responsible for promptly reporting that information to the campus Civil Rights Officer, Equal Opportunity Officer/Title IX Coordinator or Deputy Title IX Coordinator as outlined in the form below.

Questions regarding this form should be directed to Dr. Rosie Ruiz, Deputy Title IX Coordinator, Rosie.Ruiz@tamucc.edu, 361-825-5826

MANDATORY REPORTER INFORMATION

Date of Report: __________________________

Name/Title/Role: __________________________

☐ Undergraduate/Graduate Student Employee ☐ Faculty ☐ Staff ☐ Other __________________________

Email/Phone/Cell number: __________________________

REPORT/INCIDENT INFORMATION

Incident Date(s)/time: __________________________

Protected Characteristic(s) Basis for Report:

☐ Sex/Gender
☐ Gender Identity
☐ Gender Expression
☐ Sexual/Affectional Orientation
☐ Pregnancy/Parenting Status

Has this information been reported to a federal or state agency? ☐ Yes ☐ No ☐ Unsure

Agency if applicable or known: __________________________

☐ Discrimination
☐ Harassment
☐ Violence
☐ Stalking
☐ Retaliation
☐ Other __________________________

Has this information been reported to law enforcement? ☐ Yes ☐ No ☐ Unsure

Agency/Date reported: __________________________

INVOLVED PARTIES

Respondent: __________________________

Affiliation: ☐ Student ☐ Faculty ☐ Staff ☐ Alumni ☐ Guest ☐ Other __________________________

Complainant: __________________________

Affiliation: ☐ Student ☐ Faculty ☐ Staff ☐ Alumni ☐ Guest ☐ Other __________________________

Phone Number: __________________________

As of May 3, 2023 EDCS Form
INCIDENT DESCRIPTION (Date, on-campus, off-campus, involved parties, etc)

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RESPONSE

☐ I have notified the reporter that this information is being submitted to the TAMU-CC Title IX Coordinator and will result in a contact by that office to inform the reporter of their option to file a complaint and resources available to them, but will not compel the reporter to file a complaint.

You can email this form to rosie.ruiz@tamucc.edu or fax to Employee Development & Compliance Services Office - 361-825-5513.
Office Location: Corpus Christi Hall room 130
https://edcs.tamucc.edu