

# Definitions

\*Updated August 2025

## for Policy 311/311-A





## **Complainant**

a person who files a complaint alleging that they have been subjected to conduct that violates Policy 311/311-A

## **Dean of Students**



the Dean of Students at a Member Institution or any person carrying out that function, however named







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## **Designated Contact Person**

those persons designated by the Office of the Chancellor and the Member Institutions to advise individuals with questions about Policy 311/311-A, to provide information about available resources for victims, to assist in the reporting of an incident that may constitute a violation of Policy 311/311-A, and to explain the process for filing a complaint



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## **Employee**

all VSCS employees, including student employees, such as Resident Advisors and work study students (within their capacity as work study students)



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## **Parties**

the complainant and the respondent



## Respondent

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a person against whom a complaint has been filed alleging that the person's conduct violated Policy 311/311-A

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## Responsible College Administrator or RCA

(1) the President or Dean of Students from the Member Institution where the violation occurred; (2) the Director of Human Resources at the Office of the Chancellor, if the violation allegedly occurred at the Office of the Chancellor; (3) the Chancellor, if the VSCS Director of Human Resources or a President allegedly violated Policy 311/311-A; (4) the Chair of the Board of Trustees, if the Chancellor allegedly violated Policy 311/311-A; and (5) any designee of the aforementioned



## Responsible Employee

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is a mandatory reporter, and is required to promptly report allegations of sexual harassment, sexual misconduct, domestic violence, dating violence, sexual assault, or stalking to the Title IX Coordinator, Dean of Students, the President, or, if the employee works in the Office of the Chancellor, to the Director of Human Resources. At the VSCS, EVERY employee is considered a "responsible employee," unless acting within his or her role as a specifically-designated confidential resource



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## Third Parties

individuals who are neither students nor employees, such as visitors, parents, vendors, and independent contractors

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## Title IX

Title IX of the Education Amendments Act of 1972 is a federal law that states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

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## Title IX Coordinator

the administrator at each College selected by the President, and the person at the Office of the Chancellor selected by the Chancellor, to serve as Title IX Coordinator for the purposes of coordinating VSCS's efforts to comply with and carry out its responsibilities under Title IX, as well as any designee of the Title IX Coordinator. For the purposes of Policy 311-A, the Title IX Coordinator's responsibilities include overseeing the process for handling all Title IX complaints and identifying and addressing any patterns or systematic problems that arise during the review of such complaints. The Title IX Coordinator prepares annual reports on the nature and outcome of complaints at the institution, which are to be used for satisfying any VSCS or Member Institution legal reporting requirements and for planning and assessing progress toward the goal of preventing sexual misconduct

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## VSCS and Colleges

refers collectively to the Vermont State Colleges System and its individual member institutions: Community College of Vermont, Vermont State University, however named or configured

