



## **Title IX Coordinator Responsibilities**

All educational institutions receiving federal financial assistance must designate and authorize at least one employee to coordinate efforts to comply with responsibilities under Title IX of the Education Amendments of 1972. This employee, the “Title IX Coordinator,” manages the University’s efforts to ensure that every person affected by its operations—including faculty, staff, and students—is aware of their legal rights under Title IX, and that the institution and all of its employees, through its policies, procedures, and practices, complies with its legal obligations under Title IX. The University provides the Title IX Coordinator with the visibility, training, authority, and support necessary to fulfill these responsibilities.

The Vice President for Human Resources serves as the University’s Title IX Coordinator. The President of the University may, from time to time, assign other employees to serve as the Title IX Coordinator. The Title IX Coordinator’s functions and responsibilities include the following:

### ***Training for Employees and Students***

The Title IX Coordinator provides or facilitates ongoing training, consultation and technical assistance on Title IX for all students and employees. Regular training will cover the following topics:

- Rights and obligations under Title IX;
- Types of prohibited conduct, including retaliation;
- How to report and obligations to report allegations of sexual misconduct;
- Confidential and non-confidential resources within the University and community;
- Supportive measures available to Complainants and Respondents;
- University grievance procedures for handling complaints of sexual misconduct;
- Options for reporting sexual misconduct to law enforcement;
- Potential sanctions when a Respondent is found responsible for sexual misconduct;
- The role of alcohol and drugs in sexual misconduct and determining responsibility for sexual misconduct; and
- What constitutes consent for sexual activity.

### ***Investigation and Hearing***

The Title IX Coordinator is responsible for ensuring the University conducts prompt and impartial investigations and fair hearings in accordance with Title IX and University policy when a Complainant files a Formal Complaint. The Title IX Coordinator is also responsible for initiating the grievance process if he or she determines an investigation is necessary in cases where the Complainant does not file a Formal Complaint. The Title IX Coordinator’s responsibilities with respect to investigations and hearings include, but are not limited to:

- Determining whether allegations, if true, constitute prohibited conduct under Title IX and/or other University policies;
- Assigning impartial investigators;

- Ensuring investigations progress in a prompt and timely manner;
- Ensuring all parties receive sufficient notice of all meetings, interviews, and hearings, and are afforded sufficient time to review and respond to evidence and the preliminary investigative report;
- Implementing Supportive Measures, as indicated, for all parties throughout the investigation;
- Ensuring all parties are properly notified of determinations regarding responsibility and the procedures for appealing;
- Maintaining records of investigations and hearings in a secure manner in compliance with Title IX;
- Monitoring compliance with timeframes specified in the grievance procedures;
- Coordinating the University's response to individual cases with the appropriate offices and following up with individuals and offices regarding Supportive Measures, Sanctions, and Remedies; and
- Assessing and addressing known or apparent conflicts of interest among the Title IX team or between the Title IX team and parties to the grievance.

### ***Monitoring and Advising***

To address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

- Reviews annually all known reports and complaints raising potential Title IX issues to ensure the University responded consistent with its Title IX obligations;
- Reviews annually all known reports and complaints raising potential Title IX issues to enable the University to identify and address any patterns of sexual misconduct;
- Reviews regularly the University's policies and procedures to ensure they comply with the requirements of Title IX;
- Securely maintains all records concerning reports, complaints, grievance processes, Supportive Measures, Sanctions, Remedies, and training;
- Coordinates with the University's Compliance Coordinator, Assistant Vice President for Student Life, and other stakeholders to conduct an annual climate survey for the University, and oversees the analysis of the results and preparation of a report and recommendations;
- Regularly assesses the University's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommends modifications where appropriate;
- Coordinates with the University's Clery Act Compliance Coordinator regarding overlapping obligations including prevention, education and training;
- Consults regularly with the University President and other University stakeholders to promote awareness of and discussion regarding Title IX-related issues;
- Develops and implements changes to policies and procedures as needed to prevent and eliminate sex discrimination including sexual misconduct;
- Ensures appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers including rape crisis centers.