



## **ATIXA Title IX Hearing Advisor Training & Certification Course Sample Agenda**

### **Description:**

Title IX Hearing Advisor is a partial day course focused on the skills needed to serve as an effective hearing advisor. This course will address the scope and function of advisors, understanding resolution procedures, post-investigation expectations, pre-hearing expectations, bias and conflict of interest concerns, questioning rules, strategy of cross-examination, effective and respectful cross-examination techniques, and interacting with the hearing chair. This course will be helpful to advisors chosen by the parties, as well as advisors appointed by the institution.

### **Learning Outcomes:**

Participants will be able to...

- Explain the overall arc of a Title IX resolution process from beginning to end
- Describe the role of the Advisor at each phase of the Title IX resolution process
- Identify potential impacts of serving as an Advisor based on other institutional roles/responsibilities or involvement in a specific complaint
- Recognize whether their advisee's rights are being upheld in the Title IX resolution process
- Conduct questioning in a hearing, including cross-examination of the other party and any witnesses, within the bounds of the Title IX regulations and institutional policy
- Understand how to navigate the appeal phase in a Title IX resolution process, including raising concerns about procedural issues

**11:00 AM – 4:00 PM**

### **Overview: Advisor Rights and Roles in Title IX Proceedings**

- Decision-Maker Responsibilities
- Decision-Maker Competencies

### **Know the Process**

- Advisee Rights
- Who's Who in the Title IX Process
- Procedural Steps, Supportive Measures, and Ensuring Fairness

### **The Advisor's Role Pre-Hearing**

- Intake and Dismissals
- Investigation and Investigation Report
- Pre-Hearing Interactions
- Informal Resolution

### **The Advisor's Role at the Hearing**

- Hearing Overview
- Questioning and Cross-Examination
- Determination of Responsibility
- Written Determinations

### **The Advisor's Role Post-Hearing**

- Appeals
- Recordkeeping
- Day of the Hearing

### **Title IX Team Expectations**

- Conflict of Interest and Bias
- Training Minimums and Materials
- Confidentiality and Privacy

### **When Things Don't Go According to Plan**

- Addressing Procedural Defects

Note: Training will include one morning and one afternoon break (approximately 10 minutes each) and a 30-45-minute lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 11 AM – 4 PM ET unless otherwise specified.