



ATIXA Title IX Hearing Chairs Training & Certification Course Sample Agenda

Description:

Title IX Hearing Chairs is a one-day course designed for individuals who will serve as a voting chair of a hearing panel/board and/or a single decision-maker. This course offers an in-depth look at pre-hearing procedures, exchanges of investigation materials, understanding the difference between relevant evidence and directly related evidence, assessing credibility, controlling questioning (with exercises), managing cross-examination, facilitating deliberation, and outcome rationale writing exercises.

This course should be taken in combination with the Hearing Officer and Decision-Maker certification course for those who want to address substance (policy definitions and application) in addition to process.

Learning Outcomes:

Participants will be able to...

- Identify when they need to recuse themselves from a hearing or appeal review based on bias, a conflict of interest, or any other reason they cannot remain objective
- Facilitate a Pre-Hearing Meeting with the parties and/or their Advisors
- Explain the Title IX hearing process
- Distinguish between relevant and directly related evidence
- Determine whether cross-examination questions are relevant
- Assess the credibility of presented evidence
- Describe the different decision points in the deliberation process

11:00 AM – 6:00 PM

Title IX Overview

- The Law
- IX Commandments
- Ten Steps of an Investigation

Chair Roles and Responsibilities

- Make Key Evidence “Rulings”
- Manage Questioning
- Facilitate Deliberation
- Make and Finding/Final Determination (w/Panel)
- Draft a Notice of Rationale

Bias, Conflicts of Interest, and Recusal

Advisors

Pre-Hearing Preparation

- Pre-Hearing Preparation Checklist
- Preparing Questions

Pre-Hearing Meetings

The Hearing

- General Logistics
- Hearing Decorum
- Managing the Hearing

Decision-Making Skills

- Evidentiary Standards
- Understanding Evidence
- Relevance

Questioning and Cross-Examination

Credibility

- What is Credibility?
- Factors to Consider for Credibility
- Credibility Assessments in Investigation Reports
- Credibility in the Hearing

Making a Decision

- Deliberations
- Analyzing Information and Making Findings
- Sanctioning
- Written Determination

Appeals

- Appeal Bases
- Appeal Process

Recordkeeping and Documentation

Note: Training will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour 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 – 6 PM ET unless otherwise specified.