Sex-Based Harassment Foundations for Higher Education
Training & Certification Course Agenda

Description:
Sex-Based Harassment Foundations is one of two introductory courses in ATIXA’s Title IX coordinator curriculum. This two-day course provides Higher Education Title IX practitioners with the foundational knowledge and skills they need to oversee and implement policies, procedures, and practices that are compliant with Title IX and VAWA Section 304, as well as other applicable intersecting laws.

ATIXA’s expert faculty members will introduce participants to Title IX compliance oversight responsibilities and guide participants through an in-depth exploration of each stage of ATIXA’s recommended balanced approach to the Formal Grievance Process.

Participants will benefit from engagement with ATIXA faculty members who share examples, explain best practices from their own professional experiences, and answer participants’ questions to cultivate the critical knowledge and confidence Title IX practitioners need to do this challenging and complex work on a day-to-day basis.

In combination with the included Title IX Fundamentals online pre-learning experience, Sex-Based Harassment Foundations meets both the Title IX and VAWA Section 304 training requirements for participants and explores programmatic excellence related to Sex-Based Harassment prevention and response in higher education.

Learning Outcomes:
After completing this course, participants will be able to…

▪ Determine which jurisdiction, definition, and process requirements apply to their institution based on federal law, state law, and case law
▪ Understand Trauma-informed practices and their appropriate application in the Title IX context
▪ Identify elements of Clery Act/VAWA compliance that intersect with Title IX compliance
▪ Explain the role of the Title IX Coordinator at each phase of the formal grievance process from intake through appeal
▪ Identify policy and process overlaps within the institution and recommend solutions for eliminating confusion and/or duplication
- Identify areas of regulatory flexibility to understand both the baseline of compliance and the ceiling of best practices
- Develop recordkeeping protocols that meet regulatory requirements

**Course Topics**

**Scope and Jurisdiction Review**
- Title IX Applicability
- Title IX Definitions

**Intersecting Laws**
- Title VII
- Violence Against Women Act (VAWA) Section 304
- Fair Housing Act (FHA)
- State Laws
  - Jurisdiction
  - Definitions
  - Process

**Policy Management**
- Creating and Implementing Policy
- Publication Requirements
- Taking Inventory of Existing Policies
- Ensuring Consistency of Approaches to Various Types of Discrimination Complaints
- Coordinating Overlap of Related Policies

**ATIXA’s Recommended Formal Grievance Process**
- Receiving Notice or a Complaint
  - Notice, Reporting, & Confidentiality
  - Promptness
  - Initial Assessment
- Outreach & Intake
  - Supportive Measures for the Parties
- Preliminary Inquiry & Jurisdiction Determination
  - Dismissals
  - Emergency Removal
  - Informal Resolution
- Establish Basis for Investigation
  - Title IX Coordinator’s Role in Investigations
Policy/Process Overlap

Who Should Investigate
  - Role of Law Enforcement

Notice of Investigation & Allegations

Establish Investigation Strategy
  - Consent Construct

Formal Comprehensive Investigation

Draft Report
  - Title IX Coordinator and/or Legal Counsel Review

Review Draft Report & Evidence

Complete Final Report

Decision-making/Hearings
  - Title IX Coordinator’s Role in Decision-making
  - Standard of Proof

Appeals
  - Title IX Coordinator’s Role in the Appeal Process

Sanctions and Remedies

Assessing Your Title IX Program
  - Structuring and Evaluating the Title IX Team
  - Identifying Title IX Program Needs
  - Leveraging Title IX Coordinator Authority

Intersections with the Clery Act
  - Annual Security Report Requirements
  - Timely Warnings and Emergency Notifications
  - Training, Policy, and Procedure Requirements
  - VAWA Compliance Checklist

Climate Assessments
  - Climate Surveys
  - Annual Complaint Analysis
  - VAWA-Mandated Climate Survey

Technological Abuse and Cyber Harassment
  - VAWA and Technological Abuse
  - Technological Abuse and Sexual Exploitation
  - Cyber Harassment
  - Jurisdiction Considerations
Programming and Prevention Efforts

- VAWA Educational Programs and Campaigns
- Prevention Education and Training Checklist
- Risk Reduction
- Prevention and Programming Compliance Checklist

Trauma-Informed Practices

- ATIXA Position Statement
- Defining Trauma and its Impact
- Victim Responses to Trauma
- Trauma-informed Practices

Minors and Title IX

- Sample Policy
- Dual Enrollment
- Abuse Prevention

Recordkeeping

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.