



ATIXA Title IX Hearing Advisors Training and Certification Course Agenda

Description:

Title IX Hearing Advisors is a five-hour course focused on the skills needed to serve as an effective Advisor. This course will address the scope and function of Advisors, understanding grievance procedures, post-investigation expectations, pre-hearing expectations, bias and conflict of interest concerns, questioning rules and recommendations, and interacting with the decision-maker. This course will be helpful to Advisors chosen by the parties, as well as Advisors appointed by the institution. Attendees will apply the course concepts to a case study to enhance understanding.

Those enrolled in this course will receive access to Title IX Fundamentals for Higher Education, an asynchronous online learning module that provides a basic overview of Title IX in the higher education setting. Participants are encouraged to complete the online learning module prior to attending this training.

Learning Outcomes:

After attending this training, participants will be able to...

- Describe the role of the Advisor at each phase of the Title IX Grievance Process
- Recognize whether their advisee's rights are protected in the Title IX Grievance 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 Grievance Process, including raising concerns about procedural issues

Course Topics

Title IX Overview

- Title IX Scope
- Essential Compliance Elements

Roles in the Title IX Process

- Parties and Advisors
- Title IX Team Members
- Conflict of Interest and Bias

Role of the Advisor

- Role of the Advisor
- Advisor Expectations
- Confidentiality and Privacy Concerns

Grievance Process: Overview and Pre-Investigation

- Title IX Grievance Process Overview
- Prompt and Fair Resolution
- Advisee Rights
- Informational Meetings
- Notice
- Report vs. Formal Complaint
- Outreach
- Intake Meetings
- Supportive Measures
- Emergency Removal and Administrative Leave
- Dismissals and Dismissal Appeals
- Informal Resolution

Grievance Process: Investigations

- Steps in Title IX Investigations
- Notice of Investigation and Allegations (NOIA)
- Understanding Evidence
- Directly Related Evidence
- Privileged Information
- Specific Evidence Issues
- Advisors in Investigations
- Parties' Review and Response

Grievance Process: Decision-Making

- Decision-Making
- Live Hearings
- Standard of Evidence
- The Advisor's Role at the Live Hearing
- Pre-Hearing Decision-Maker Interactions
- Opening and Closing Statements
- Advisor-Led Questioning
- Questioning & Cross-Examination Tips
- Answering Questions During the Hearing
- Supporting an Advisee During Questioning

- Impact and Mitigation Statements

Appeals

- Appeals
- Appeal Grounds
- Advising for Appeals

Recordkeeping

Note: Training will include one morning and one afternoon break (approximately 10 minutes each). This course does not include a lunch break; however, attendees are welcome to eat during the training. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 10 AM – 3 PM ET unless otherwise specified.