ATIXA Title IX Hearing Advisors
Training & 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 resolution procedures, post-investigation expectations, pre-hearing expectations, bias and conflict of interest concerns, questioning rules, cross-examination strategy, 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:
After attending this training, 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

Course Topics

Title IX Overview
- Title IX and Equity
- Essential Compliance Elements
- Title IX Grievance Process Overview
- Prompt Resolution

Advisor Role in Title IX Proceedings
- Role of the Advisor
- Advisor Expectations
Know the Title IX Process
- Advisee Rights
- Who’s Who in the Title IX Process

The Advisor’s Role Prior to the Hearing
- Pre-Hearing Steps
- Notice
- Outreach and Intake
- Supportive Measures
- Emergency Removal and Administrative Leave
- Mandatory and Discretionary Dismissals
- Informal Resolution

Investigation Basics
- Notice of Investigation and Allegations
- Retaliation
- Confidentiality, Privilege, and Privacy
- Investigation Best Practices
- Investigation Report
- Report and Evidence File Review
- Pre-Hearing Decision-Maker Interactions

The Advisor’s Role at the Hearing
- Live Hearing Requirement
- Questioning and Cross-Examination
- Supporting an Advisee During Questioning
- Specific Evidence Issues
- Decision-Making
- Evidentiary Standards
- Sanctions and Remedies
- Written Determinations

The Advisor’s Role Post-Hearing
- Appeals
- Appeal Decision-Maker

Neutrality, Conflicts of Interest, and Bias
- Conflicts of Interest and Bias
- Training Materials
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 11 AM – 4 PM ET unless otherwise specified.