Live Hearings for Higher Education
Training & Certification Course Agenda

Description:
Live Hearings for Higher Education is a one-day course focused on the skills needed to run an effective live hearing as part of the Title IX Resolution Process; however, the content is also relevant for hearings involving other types of civil rights complaints or misconduct. Topics include hearing preparation, pre-hearing meetings, facilitating questioning or cross-examination, and deliberation. Both VAWA Section 304 and the Title IX Regulations require training for decision-makers, including how to facilitate a fair and impartial hearing proceeding.

This course — in conjunction with the Higher Education Decision-making course —is appropriate for individuals who will serve as hearing chairs, panelists, single decision-makers, administrative hearing facilitators, and party advisors.

This training is designed to serve as a complement to ATIXA’s Title IX Higher Education Decision-Maker course. For institutions offering a live hearing as part of their Resolution Process, decision-makers should first enroll in the Decision-Maker course, which focuses on the core skills necessary to make a finding and determine appropriate sanctions in accordance with the law and ATIXA’s recommended best practices.

Participants are expected to complete the included Title IX Fundamentals online pre-learning experience or have pre-existing requisite knowledge of those concepts prior to the start of this course. If you have completed Title IX Fundamentals for another ATIXA course, you are not expected to complete it again.

Learning Outcomes:
After completing this training, participants will be able to…
- Identify the steps of a Title IX grievance process that precede the decision-making phase and the hearing
- Facilitate a pre-hearing meeting with the parties and/or their Advisors, including setting an appropriate witness list
- Explain the Title IX hearing process
- Collaborate with co-panelists pre-hearing to prepare questions in advance (if applicable)
- Conduct the Title IX hearing process, including serving as the Chair (if applicable)
- Determine whether questions asked in a hearing are relevant
Manage Advisors while empowering their Advisory role

Course Topics

Title IX Grievance Process Review
- Equity and Compliance Elements
- Decision-maker Course Review
- Resolution Process Overview

Hearing Participants & Logistics
- Who Will be Present?
- General Logistics
- Scheduling Considerations
- Virtual Hearings
- Advisors

Chairperson/Single Decision-maker Roles and Responsibilities
- Responsibilities in the Process
- Pre-Hearing Meetings

Hearing Preparation

The Hearing Script
- Hearing Script and Flow
- Recommended Best Practices

Hearing Decorum
- Setting the Tone
- Decorum Practices and Pitfalls
- Decorum Expectations
- Warning and Removal

Interpersonal Skills
- Building Rapport
- Active Listening

Questioning Skills and Considerations
- Asking Questions
- Strategies & Pitfalls
• Asking Difficult Questions
• Activity: Question Asking

Managing Questions
• Cross-Examination
• Activity: Relevance Determinations

Deliberation

Communicating Outcomes

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.