



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 Formal Grievance 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 — meets the training requirements under both laws and 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 Formal Grievance 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...

- 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

Decision-Making and the Title IX Grievance Process

- Title IX Grievance Process Overview
- Rights in the Decision-Making Phase
- Live Hearings
- Single Decision-maker vs. Panel

Hearing Logistics

- Participants
- Preparation
- Script and Flow
- Decorum

Chairperson/Single Decision-Maker Role and Responsibilities

- Responsibilities in the Process
- Pre-Hearing Meetings

Interpersonal Skills

- Building Rapport
- Active Listening

Decision-making Phase: Skills and Practical Application

- Working with Advisors
- Handling New Evidence at the Hearing
- Questioning
- Managing Questioning

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 10 AM – 5 PM ET unless otherwise specified.