

2020 Title IX Regulations: Initial Building Blocks Checklist

- ☐ Consult with your legal counsel
- ☐ Designate a Title IX Coordinator
- ☐ Determine how Title IX will fit within your organizational structure
- ☐ Who will perform which functions under the policy's procedures? With collaboration or individually? Dedicated staff or dual roles? Internal or externally sourced?
 - Intake meetings
 - Determining jurisdiction
 - Dismissals
 - Signing formal complaints due to a reluctant or unknown complainant
 - Providing Notice to party members
 - Determining emergency removals
 - Informal Resolution
 - Investigations
 - Decision Making
 - Advising
 - Appeals decisions
- ☐ Create your policy
 - Determine if your policy's scope - will it address forms of sexual harassment that are not addressed by Title IX regulations (Title VII, sexual exploitation, low-level sexual harassment)?
 - ☐ If so, will there be multiple procedures under your policy?
 - What will be your standard of evidence? Is a certain standard required by your state?
 - Will you allow informal resolution? How do you want that procedure structured?
 - Communicate to your community what is in your policy and how to find it
- ☐ Train your procedural team on Title IX regulatory processes, due process, equitable treatment, how to conduct investigations/hearings/appeals, technology used, trauma informed practices
- ☐ Train your community on your policy, definitions, prohibited conduct
- ☐ Set up your records management system
- ☐ Determine which employees are obligated to report to the Title IX Coordinator
- ☐ Set yourself up for success regarding behind-the-scenes decisions and procedures
 - What is your standard of "prompt" or "not deliberately indifferent"?
 - What responses or sanctions would be clearly unreasonable in light of various circumstances? How are responses/sanctions determined in other areas of the organization?