

**TITLE IX Process
Identifying Roles**

Role	Position on Campus	Definition
Title IX Coordinator	VP of Human Resources	The individual who is responsible for coordinating efforts of the College to notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the College of the identity of the Title IX Coordinator, contact information for the Office of Human Resources, Equal Opportunity and Title IX, information about how to file reports of Prohibited Conduct, for disseminating the Policy and Procedures and non-discrimination notices, for coordinating responses to reports of Prohibited Conduct, for ensuring that the Grievance Procedure provides for prompt and equitable resolution of Formal Complaints of Prohibited Conduct, for ensuring that investigators, Advisors, Hearing Panel members, and all other College officials facilitating an Informal Resolution or Formal Grievance Proceeding are properly trained, and for ensuring effective implementation of any remedies. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party
Investigator	Contracted Service	An individual who does not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; has been trained on the definitions of Prohibited Conduct, the scope of the College's jurisdiction, how to conduct a fair and impartial investigation, and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
Hearing Panel	1. Designee appointed by the President. Dean of Students, the Associate Dean of Students, or contracted service is the Chair, unless there is conflict or bias, in which case the President will	Hearing Panel is responsible for determining whether the Respondent(s) is responsible for the allegations of Prohibited Conduct.

	<p>appoint all three panel members.</p> <p>2. Two others are appointed by the President, in consultation with the Title IX Coordinator, and could include faculty members, Controller, and/or contracted service.</p>	
Chair of Hearing Panel	Dean of Students or Associate Dean of Students	The Chair of the Hearing Panel is responsible for the writing the final written report. The Chair will make the final decision in the event that the Hearing Panel does not reach consensus.
Assistant to Hearing Panel	The Chair of the Hearing Panel, in consultation with the Title IX Coordinator, will engage the services of others as needed.	To be able to manage and docket all evidence, make recordings, take notes, and keep a record of the proceedings, it may be necessary to appoint an assistant. The assistant must be required to understand and comply with confidentiality requirements.
1 st Appeal	Vice-President of Academic and Student Affairs	
2 nd Appeal	President	
Advisor		Person chosen by a party to be present during an investigation and hearing, and to conduct cross-examination on behalf of a party during any live hearing conducted under these Procedures. If a party does not have an Advisor during a live hearing, the College will appoint an Advisor to conduct cross-examination on behalf of that party.