

Institute Advisor Refresher Training

**Equity and Compliance
Programs**

Spring 2024

Title IX Administration in Equity & Compliance Programs



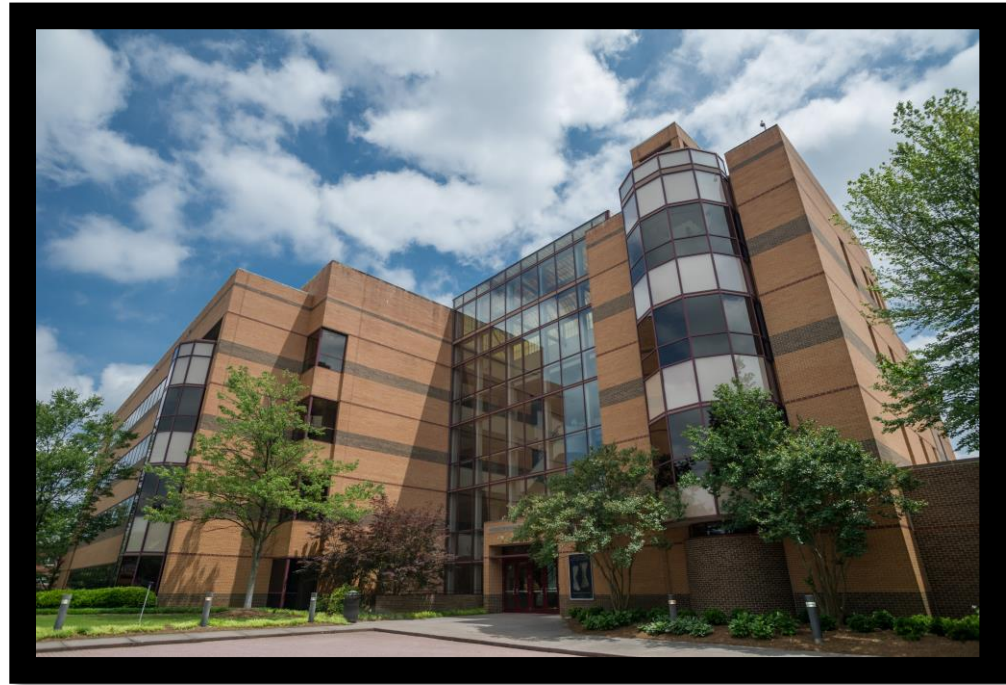
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Overview

- The Role of an Institute Advisor and Expectations
- Institute Advisor FAQs
- Interacting w/ Advisee's
- Scenario

Content Warning



The presentation content contains scenarios, topics and descriptions that may be offensive or triggering.

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Pop Quiz! Name the seven types of prohibited conduct under the Sexual Misconduct Policy?

① Start presenting to display the poll results on this slide.

Role of the Institute Advisor

Institute Advisor Role & Expectations



Advise Complainants and Respondents*



Advise Students, Faculty, and Staff



Hold an appointment for one academic year



Be well versed in the Sexual Misconduct Policy and Grievance Process



Acknowledge any Bias

*VOICE Advocates only advise complainants/victim-survivors

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Open Floor Dialogue: What are some challenges or questions you have regarding your role as an Institute Advisor?

① Start presenting to display the poll results on this slide.

Institute Advisor FAQs

How can I sign up to be assigned to an advisee?

How do I get my advisee to engage with me?

My advisee asked for me to communicate on their behalf, is this allowed?

My advisee asked for supportive measures, how can I assist them with this request?

Interacting with your Advisee

Selection of Institute Advisors

After an incident report is received the TIX Coordinator will inform the Complainant or Respondent of their right to have an advisor present during any meeting or hearing.

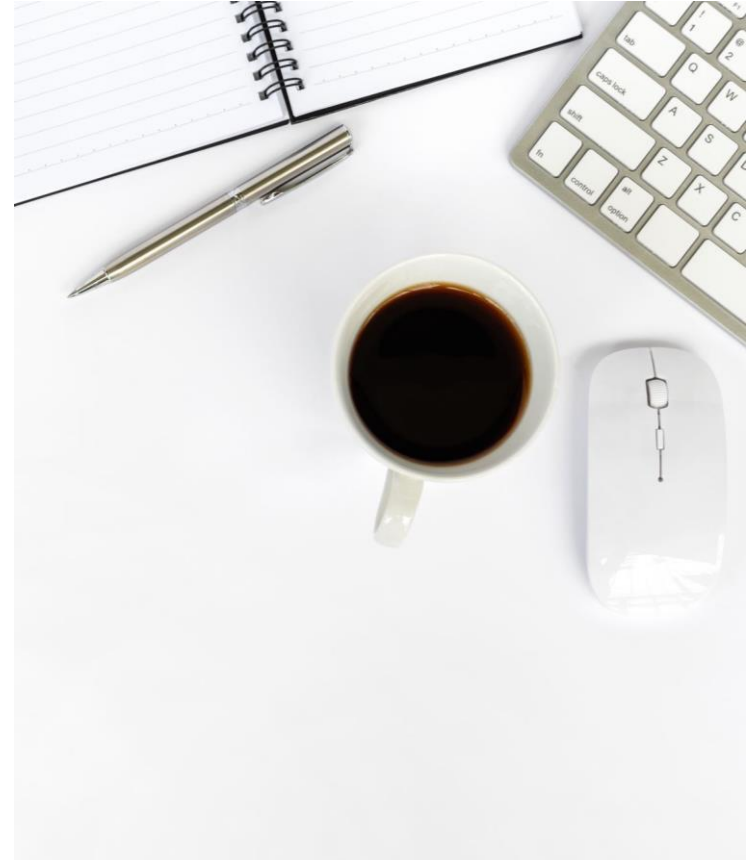
The Title IX Coordinator will send the Complainant and Respondent the link to Institute Advisors.

Parties will send an email to an advisor of their choice. Or parties may request for an introductory email to be sent from an ECP staff member to an Institute Advisor.

Please respond to the party and schedule an initial meeting.

Meeting with your advisee for the first time

- Schedule a meeting with party. Meeting can be via Zoom, teams, or in-person, or over the phone.
- Discuss expectations and your role
- Determine communication style (email, phone)
 - Follow-up and turn around time
- Review the Sexual Misconduct Policy and Grievance Process
- Review any previous communication and documents (if applicable)



Advisor Communication Decorum



“The advisor may accompany the party to all meetings and may provide advice to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except in a Title IX hearing.”

- Communication will be between ECP and the parties not the advisor
- You will be cc’d on communication if the party consents to it

Three common instances where the Institute Advisor role begins

1. Before a party has an initial meeting w/ ECP Staff
2. Before a party has an investigative meeting w/ an investigator
3. Before a party engages in an Informal Resolution Session

Preparing for an initial meeting with ECP staff

Typically, initial meetings with ECP consist of reviewing the Title IX/ Sexual Misconduct grievance process and discussing supportive measures

How can I prepare my advisee for the meeting?

- Discuss what will happen in the conversation
- Assist them in writing down any questions they may have for ECP staff
- Discuss what role you will have in the conversation

Preparing for an Investigative Interview

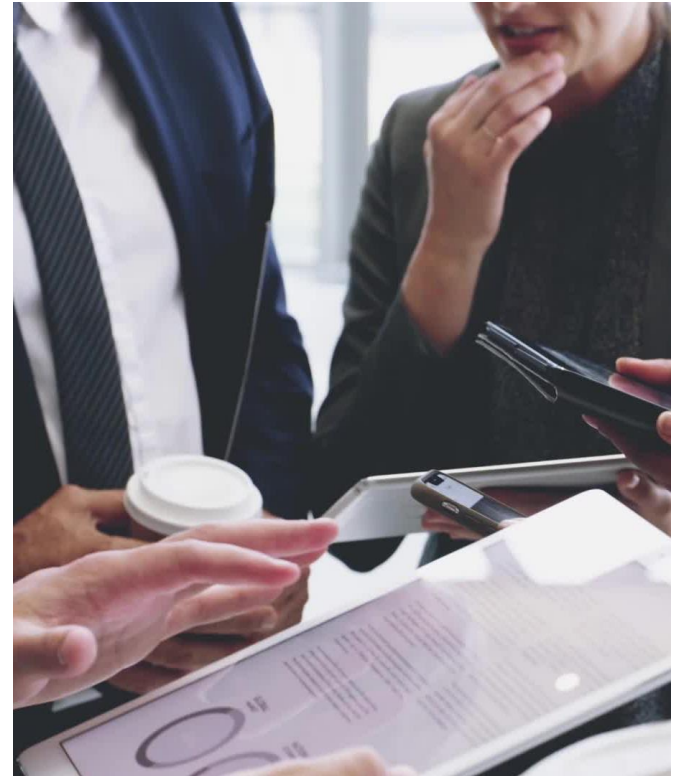
Typically, a party will have at least one interview with an investigator to collect the information about the alleged events.

How can I prepare my advisee for the meeting?

- Review the Notice of Investigation (NOI)
- Review the Sexual Misconduct Policy
- Help draft a timeline of events
- Advise party to create a list of potential witnesses
- Determine communication style for interview(s)

During the Interview

- Encourage party to take breaks as needed
- Take notes
- Do not intervene or address the Investigator
- Do not speak for party



After the Interview



- Review interview summary with party for accuracy
- Anticipate another interview
- Check in with party
- Review the Initial Investigative Summary and Evidence and help party draft comments to the report.
- Review final report and prepare for hearing
- Assist with crafting the opening/closing statements for hearing

Preparing for Informal Resolution Process

- *The Informal Resolution Process is a structured, voluntary, confidential process between the parties, their advisors, and a facilitator. This is an alternative to the formal grievance process.*
- *This process is held via zoom, where the Complainant and Respondent are in separate zoom rooms. Informal Resolution Agreement is signed by both parties and the Institute.*
- Discuss with the party their desired proposals or conditions that they would like in the agreement
- Brainstorm with your party/ take a look at the Informal Resolution process flyer for possible conditions or proposals
- Discuss method of communication during Informal Resolution Session

During the Informal Resolution Session

- Be prepared to attend for the entire two-hour duration block
- Be prepared to discuss the terms and options with your party during the breaks or when the facilitator is speaking with the other party
- Encourage breaks!



Scenario #1

- Julia (facilities employee) reaches out to you because she received “some notice in her email about an investigation.” Julia said that she read the notice and would like to see if you could be her advisor. What are your next steps?
- Julia secures you as her advisor and has agreed to pursue Informal Resolution. Before Julia meets with the facilitator what would be helpful for you all to discuss?



Questions?/Contact Us!

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