



PREPARED BY

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PLAN SUMMARY

INFRASTRUCTURE AND RESOURCES



Task 6. Consolidate the Title IX and DHR program into one centralized office.

Task 7. Ensure an adequate supervisory model that includes a routine cadence of supervisory meetings, guidance about how to ensure effective oversight and accountability measures, an appropriate leave of detail for review, development, integration and tracking of decision-making frameworks, and balancing implementers' independence and autonomy with the need to identify and elevate critical issues and concerns about safety/risk.

Task 7.1 Provide consistent training and guidance to all in the reporting chain or adjacent spaces.







Task 2.1. Communicate with all parties involved in current reports or investigations to introduce the Director of Title IX and Civil Rights Officer and explain their role,



Task 3.2.1. Develop internal protocols and written tools (e.g., templates and checklists) for intake and outreach, oversight of supportive measures, and decision-making regarding emergency removal or administrative leave.

Task 3.2.2. Seek to hold an intake meeting with all individuals who make a report.

Task 3.2.3. Develop protocols for notifying and coordinating with the confidential advocate at the intake meeting.

Task 3.2.4. Develop or update protocols for information sharing to ensure that the Title IX/DHR Office can fulfill its responsibility of documenting all supportive measures offered, requested, implemented, and if denied, the reasons for the denial.

Task 3.2.5. Create a feedback loop to acknowledge responsible employee reports and confirm receipt of the report and next steps.

Task 3.2.6. Establish standardized protocols for outreach to complainants that involve multiple modalities,(l)23(a)1RTQq0.00000912 0 612 792 reW\*ñBT/F3 12 Tf1 0 0 1 98.05 306.6 Tm0 gce innt:(i)23(t)15Mt





Task



Task 3.3.11. Develop, and follow, a comprehensive written checklist/form to ensure that all required actions are taken under state and federal law.

Task 3.3.12. Develop checklist of factors to consider in determining whether to move forward without a complainant or whether informal resolution is appropriate and ensure sufficient documentation of the determination.

Task 3.3.13. Provide a written statement of concern at the conclusion of the initial assessment to ensure that the complainant (and as appropriate, the respondent) have a clear understanding of the nature of the report and the proposed resolution path.





Task 3.5.5. The Title IX Coordinator/DHR Administrator should ensure that the multidisciplinary team is trained to treat information confidentially, with sensitivity, and consistent with state and federal privacy laws.

Task 3.5.8. The MDT should facilitate the development of shared fluency and knowledge among key university partners related to the legal and regulatory requirements, policy frameworks, and considerations related to care and informed and equitable processes.

## CASE MANAGEMENT TOOLS





Task



Task 7.1. Ensure the Title IX Coordinator/DHR Administrator remains engaged in any disciplinary processes, including sanctions and appeals, until final.

Task

## CLEAR COMMUNICATION

Task 1. Ensure distribution of a clear and consistent communication plan each semester.



Task 2.3 Partner with campus communications professionals to create and promote effective marketing materials.

## WEBSITE AND EXTERNAL COMMUNICATIONS

Task 3. Improve the Title IX/DHR website and other external-facing communications.

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Task 3.1. Review and revise web content, across all relevant webpages, for clarity, accuracy, and accessibility.





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Task 3.9. Revise the flow-charts to include that the Title IX Coordinator is not a confidential resource and there is an option to appeal if the respondent is found responsible.

Task 3.10. Gather, evaluate, and update all existing informational materials, web resources, posters/flyers, social media information, and other public-facing communications about the Title IX/DHR program.

Task 3.10.2. Are written in clear language, accessible (from both a disability perspective and a reading comprehension perspective) and consider strategic placement of newly developed print materials in areas frequented by students, staff, and faculty.

Task 3.11. Use standardized email addresses and/or materials that can be updated quickly (e.g., use of QR codes that point to dynamic webpages).

Task 4. Develop an expanded annual report with meaningful information/data.







## CONSULT

Task 2. Proactively coordinate with system-level subject matter experts to assist with education, training, materials, and communications related to complex and difficult issues facing university.

Task 4.1. The Committee should include all departments who provide training, prevention, and education.

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Task 4.2. The Committee should include subcommittees, as determined by the Committee.

constituencies, and constituent groups in need of training, and all potential university partners that can collaborate to deliver content.

Task 5.1. Constituent groups subject to required training should include students, targeted student populations, senior leadership, faculty, staff, and campus partners who assist in the implementation of Title IX/DHR.

Task 5.3. Identify opportunities for virtual and in-person engagement.

















Task 3.4. Develop communications competencies to embrace the tension of difficult issues including the intersections of speech in the contexts of politically and socially charged events and issues.







