

## **Title IX Sexual Harassment & Discrimination Process Overview**

The following document has been developed to provide an overview of key components of the Title IX process addressing reported violations of the policy governing sexual harassment & discrimination. This document is not all inclusive, a complete review of the Student Handbook is strongly recommended for any individuals who may be navigating this area. It should be noted at the onset that there are specific deadlines/time constraints associated with this policy and the typical length of time from start to resolution may take 120 days or more.

### **Reporting/Initial Action(s)**

Upon receipt of a report, both parties will meet with the Title IX Coordinator to review rights, responsibilities, options, process, supportive measures., etc.

### **Supportive Measures**

Both parties will be provided with all reasonable measures to support their success. Measures can include such things as health/counseling, adjustments to all aspects of life outside the classroom, academic adjustments, etc. Typically, No Contact Agreements will be issued to limit interactions between both parties.

### **Formal Complaint**

A written statement, signed by the complainant detailing the alleged incident. A written, signed statement is required to support the initiation of an investigation/formal charges.

- All formal complaints will be reviewed by the Title IX Coordinator & Deputy Title IX Coordinators to ensure the complaint meets minimal standards of the policy.
- Two documents will be provided to both parties detailing process, charges, key aspects of the complaints, etc.

### **Options for Resolution**

**Informal Resolution:** a voluntary process in which both parties agree to a process to determine potential resolution, in lieu of proceeding through a formal adjudication.

**Hearing:** a formal process to review information/evidence, apply policy, and make a determination.

**Local law enforcement:** The complainant may at any time bring the incident to law enforcement for action. Staff will support students' requests for involvement of law enforcement. Involving law enforcement does not preclude or limit college processes.

### **Investigation/Witnesses/Evidence**

**Typically, a team of two investigators will coordinate an investigation, this will include interviewing both parties, witnesses, collecting other evidence (video), etc.**

- Draft Reports: the initial work product of the investigation, detailing all information collected. Both parties will have the opportunity to review/comment. This may conclude the process and generate a final report if no follow-up is necessary.
- Evidence File: a collection of all reports, documents, social media, and photos/videos pertinent to the situation. (The evidence file is available/provided to both parties.)

- Impact statements: statements that may be provided for possible consideration by Decision Makers in conjunction with their evaluation. These must be submitted prior to the start of the hearing.

### Advisors/Advocates

Both parties are entitled to have a person serve as an advisor throughout the process, to include attending any meetings, hearings, etc. The advisor can be any member of the college community, attorney or other individual. The advisor will also be responsible for asking questions during the hearing process.

### Hearing

Decisions associated with potential violation of policy will be made based on a preponderance level of evaluation.

- Pre-Hearing conference: a meeting held separately with both parties, to review key aspects of the upcoming hearing to include charges, date/time of hearing, decorum, Decision Makers, etc.
- Format: an in-person process that is audio taped. Three Decision Makers and a non-voting member of the Title IX team will be present. Both parties and advisors are present.
- It is the discretion of the Decision Makers to request witnesses for inclusion in the hearing process.

### Appeal

Either party can appeal the initial decision. An appeal must be submitted with 10 business days of notice of the outcome. Appeals are based on three grounds: procedural irregularities that impact outcome, new evidence, or severity of sanctions. Appeals may be no more than 3,500 words.

The Vice President of Student Affairs oversees the appeal process, which typically consists of impaneling a group of three to review the appeal. There are no avenues for appeal beyond the initial appeal.

### Resources

Title IX Leadership Team	Email	Phone
Greg Krikorian	<a href="mailto:gkrikorian2@washcoll.edu">gkrikorian2@washcoll.edu</a>	(717) 344-1371
Ryan Colman	<a href="mailto:rcolman2@washcoll.edu">rcolman2@washcoll.edu</a>	(410) 810-5794
Kari Hughes	<a href="mailto:khughes5@washcoll.edu">khughes5@washcoll.edu</a>	(410) 778-7226
Kate Laking	<a href="mailto:klaking2@washcoll.edu">klaking2@washcoll.edu</a>	(410) 778-7799
Julie Wills	<a href="mailto:jwills2@washcoll.edu">jwills2@washcoll.edu</a>	(410) 810-5058

On-Campus Resources		Off-Campus Resources	
Health or Counseling Services	(410) 778-7261 (confidential)	Chestertown Police	(410) 778-1800
Human Resources	(410) 778-7298	University of MD - Shore Medical Center	(410) 778-3300 (Chestertown)
Public Safety	(410) 778-7810	University of MD - Shore Medical Center	(410) 822-1000 (Easton)
Student Affairs	(410) 778-7752	Sexual Assault Crisis Center (For All Seasons)	(800) 310-7273