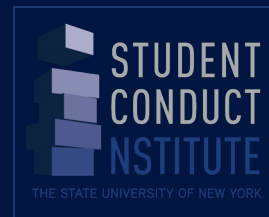


14 Things To Do Before 8/14

and how SCI can help



COMING JULY 1, 2020: the Members-only resources mentioned in this checklist will be accessible in the Title IX Toolkit on the [SCI Web Platform](#)

SCI MEMBERS

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| ☐ Decide how you will approach the new required process for Title IX-covered conduct: Will you build the process into your current process or alongside it? Will you offer an informal resolution process? | Check out our Decision Tree for one way to structure an approach |
| ☐ Amend your Policies & Procedures to adequately reflect the new processes | Check out our Model Title IX Policy |
| ☐ Ensure that you have appropriate officials in place to address TIX complaints
Under the new Rules, for each case you will need to have people ready to serve as Title IX Coordinator, Investigator (who may be the same person as the Coordinator), Decisionmaker(s), Decisionmaker(s) for Appeals, potential Advisors, and Facilitator for any informal resolution process you may utilize. | You can use our Conflicts of Interest and Bias Checklist to ensure you are appropriately staffing a given case |
| ☐ Make a plan to train your officials working on Title IX cases
Note that officials don't necessarily need to be trained by August 14th – they just need to receive training before they work on a case. | Here is a Training Checklist for you to keep track |
| ☐ Ensure you have the materials you need to receive disclosures of sexual misconduct | Check out our Case Rationale Map for Title IX Coordinators and Title IX Intake Form |
| ☐ Ensure you have the materials you need to begin a Title IX investigation | Check out our Notice of Allegations Template and Investigative Report Template |
| ☐ Identify and obtain appropriate technology for evidence collection and sharing with the parties | Check out our SCI Tech Guide |
| ☐ Identify and obtain the appropriate technology and spaces to conduct a hearing | |
| ☐ Update the materials you need to conduct a hearing | Check out our <ul style="list-style-type: none"> • Model Script for Title IX Hearings • Model Decorum Policy for Title IX Hearings • Guide for Determining Relevance • Determination Regarding Responsibility Template |
| ☐ Ensure that you have compliant recordkeeping procedures in place
For more info on the new requirements, see Joint Guidance: Recordkeeping | |
| ☐ Determine which employees will continue to be required reporters for sexual misconduct complaints
Keep an eye out for a customizable Required Reporter training coming Winter 2021! | |
| ☐ Update your website and handbook
Under the new regulations, you'll need make sure you include detailed contact information for your Title IX Coordinator and a notification of nondiscrimination. | |
| ☐ Make your plan for posting training materials | You don't need to worry about posting your training materials yourself – we are preparing a webpage that we will keep up to date with materials and a link and banner for you to use on your own site. |
| ☐ Determine what outreach and prevention education for employees and students you'll need
The new rules don't change requirements in this area, but you should make sure your existing programs have updated information about your processes and procedures. | |