**ROLES OF TITLE IX GRIEVANCE PROCESS PARTICIPANTS**

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| **Title IX Coordinator**Coordinates Title IX efforts for the college, including, but not limited to the setting up and implementing live hearings, training, and related compliance matters. Specific duties:* Intakes reported sexual harassment complaints
* Responds promptly when there is actual knowledge of an allegation to sex-based discrimination matters under federal Title IX regulations, Violence Against Women’s Act (VAWA), and Clery
* Confidentially discusses available options to the Complainant, provide supportive measures to the Complainant and Respondent upon request or according to their wishes
* Explains grievance process. Where Complainant doesn’t file a formal complaint, the Title IX Coordinator may initiate the grievance procedure on their own given the circumstances.
* Assigns complaints to an investigator; Assigns an advisor of choice to the primary parties
* Accepts the Investigator reports and submits them to the Decision-maker
* Accepts notice from Complainant wishing to dismiss a complaint (if this occurs)
* Carries out the remedies contained in the written determination issued by the Decision-maker.
* Officially keeps all records.

 | **Title IX Investigator**Investigates the allegations made in a formal complaint and creates investigative reports based on relevant evidence. Specific duties:* Conducts and fosters impartial inquiries in an objective, respectful manner during the investigation without reflection of bias or conflict of interest
* Submits Complainant, Respondent and Witness Statements; and documented evidence to the Title iX Coordinator
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| **Title IX Decision-maker**Oversees and conducts the hearing/adjudication and/or appeals processes.Specific duties: * Decides whether questions used during the cross-examination process are relevant BEFORE any party or witness has to respond.
* Excludes a party's or witness's statements in the absence of a party or witness, OR if a party or witness choose to not answer cross-examination questions.
* If a party reports to hearing without an advisor, HCC will provide an advisor to the party of its own choosing, free of charge, solely to conduct cross-examination on that party's behalf.
* Evaluates and weighs all relevant evidence, including a party’s or witness’s statements without inference and applies HCC’s standard of evidence on whether the Respondent is responsible for the alleged sexual harassment.
* Issues a written determination of the findings, disciplinary sanctions, remedies to the complainant, and other requirements according to federal requirements.
 | **Title IX Hearing Advisor**Relays evidence and parties’ relevant cross-examination questions to other parties and witnesses so that the parties never personally confront anyone.Specific duties:* Inspects and reviews evidence obtained by HCC as part of its investigation if the information is directly related to the allegations raised in the formal complaint. Evidence includes documents, notes from interviews with students or employees and witnesses, or other types of evidence that may or may not be used prior to a determination on whether sexual harassment occurred.
* Cross-examines other parties and witnesses with real-time back and forth questions and follow-up questions, including questions that question credibility to help the decision-maker arrive at a factually accurate decision about what happened.
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