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?

Amend your Policies & Procedures to adequately reflect the new processes.

Ensure that you have appropriate officials in place to address TIX complaints.

Make a plan to train your officials working on Title IX cases.

Ensure you have the materials you need to begin a Title IX investigation.

Identify and obtain appropriate technology for evidence collection and sharing with the parties.

Ensure you have the appropriate technology and spaces to conduct a hearing.

Update the materials you need to conduct a hearing.

Ensure that you have compliant recordkeeping procedures in place.

Determine which employees will continue to be required reporters for sexual misconduct complaints.

Update your website and handbook.

Make your plan for posting training materials.

Determine what outreach and prevention education for employees and students you’ll need.

Check out our Decision Tree for one way to structure an approach.

Check out our Model Title IX Policy.

You can use our Conflicts of Interest and Bias Checklist to ensure you are appropriately staffing a given case.

Here is a Training Checklist for you to keep track.

Check out our Case Rationale Map for Title IX Coordinators and Title IX Intake Form.

Check out our Notice of Allegations Template and Investigative Report Template.

Check out our SCI Tech Guide.

Check out our:
- Model Script for Title IX Hearings
- Model Decorum Policy for Title IX Hearings
- Guide for Determining Relevance
- Determination Regarding Responsibility Template.

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.

SC 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

Looking for even more help? Check out this list of free resources that can help you better serve students.

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.