Informal Resolution Foundations for Higher Education
Training and Certification Course
Please log in to your ATIXA Event Lobby each day to access the course slides, supplemental materials, and to log your attendance.

The ATIXA Event Lobby can be accessed by the QR code or visiting www.atixa.org/atixa-event-lobby in your internet browser.

Links for any applicable course evaluations and learning assessments are also provided in the ATIXA Event Lobby. You will be asked to enter your registration email to access the Event Lobby.

If you have not registered for this course, an event will not show on your Lobby. Please email events@atixa.org or engage the ATIXA website chat app to inquire ASAP.
Any advice or opinion provided during this training, either privately or to the entire group, is never to be construed as legal advice or an assurance of compliance. Always consult with your legal counsel to ensure you are receiving advice that considers existing case law in your jurisdiction, any applicable state or local laws, and evolving federal guidance.
The primary focus of this course is to introduce practitioners to Informal Resolution and its application to Title IX and allegations of sex- and gender-based discrimination.

Practitioners will learn about the variety of structural and policy decisions that need to be made when implementing an Informal Resolution process.

Our goal is to provide practitioners with a deep-dive into the applicable foundational elements and considerations regarding whether and how to implement Informal Resolution options.
The content and discussion in this course will necessarily engage with sex- and gender-based harassment, discrimination, and violence and associated sensitive topics that can evoke strong emotional responses.

ATIXA faculty members may offer examples that emulate the language and vocabulary that Title IX practitioners may encounter in their roles including slang, profanity, and other graphic or offensive language.
Note on Vocabulary

- Title IX resolution processes specifically address sex- and gender-based discrimination, harassment, and violence
- Common alternative resolution processes focus on opportunities to reduce “conflict” or resolve a “dispute”
- Use of existing alternative resolution terminology is not meant to diminish the reality of sex- or gender-based misconduct
Informal Resolution and Title IX
Title IX and Equity

- Title IX is a gender equity law
- Equity refers to the understanding that not all individuals have access to the same resources and opportunities
  - Equity focuses on providing support and resources to reduce disparities in access to the education program
  - Title IX seeks to remedy the inequities sex and gender discrimination create
- Institutions may determine their own Informal Resolution processes
  - Processes must be equitable in execution and access
The IX Commandments

**PROCESS**
- **THOROUGH**
- **RELIABLE**
- **IMPARTIAL**

**INVESTIGATION**
- **PROMPT**
- **EFFECTIVE**
- **EQUITABLE**

**REMEDIES**
- Act reasonably to **STOP** discrimination
- Act reasonably to **PREVENT** recurrence
- Act equitably to **REMEDY** effects

(+ prompt & fair per VAWA Sec. 304)
Historical OCR Informal Resolution Guidance

- OCR does not define Informal Resolution (IR)
  - Uses alternative resolution as an undefined synonym
- Human resource departments have long used forms of Informal Resolution such as mediation and arbitration
- OCR Guidance
  - 2001 Revised Sexual Harassment Guidance (rescinded)
  - 2011 Dear Colleague Letter (rescinded)
  - 2017 Q&A on Campus Sexual Misconduct (rescinded)
  - 2020 Title IX Regulations
  - 2021 Title IX Q&A (updated 2022)
Regulatory Requirements

- Formal Complaint
- Written Notice
- Voluntary Participation
Informal Resolution Overview
ATIXA’s Informal Resolution Framework

ATIXA’s Framework contemplates three categories of Informal Resolution.

1. Supportive Measures Only
2. Accepted Responsibility
3. Alternative Resolution
Supportive Measures Only

- Title IX Coordinator (TIXC) resolves the report by providing the Complainant with remedies and supportive measures
- Formal complaint not required
- Respondents are typically not involved unless a supportive measure directly involves or impacts them
Accepted Responsibility

- Respondent accepts responsibility for violating policy and accepts the recommended sanction(s), ending the grievance process

- Accepted Responsibility may allow, but does not require, the parties to communicate directly about the complaint with the assistance of a third-party facilitator
Alternative Resolution (AR)

- Parties agree to resolve the complaint through an AR mechanism such as facilitated dialogue, mediation, or restorative practices
- AR may allow, but does not require, the parties to communicate directly about the complaint with the assistance of a third-party facilitator
Discussion: Informal Resolution Goals and Foundations
“When society questions a victim’s reluctance to report, I will be here to remind you that you ask us to sacrifice our sanity to fight outdated structures that were designed to keep us down. Victims do not have the time for this. Victims are also students, teachers, parents, who can’t give up work or education...It is not reasonable to casually demand that victims put aside their lives to spend more time pursuing something they never asked for in the first place...This is about society’s failure to have systems in place in which victims feel there is a probable chance of achieving safety, justice, and restoration rather than being retraumatized, publicly shamed, psychologically tormented, and verbally mauled. The real question is not, Why didn’t she report, the question is, Why would you?” (emphasis added)
Informal Resolution Goals

- Restore educational access
- Empower choice and agency over the resolution
- Identify and address parties’ and community needs
- Address past harm
- Prevent future harm
- Create space for communication and understanding among parties, if desired
Informal Resolution Foundations

- Safety (physical, psychological, and emotional)
- Focus on needs
- Mutually serving
- Intentionality
- Informal ≠ casual
- Presence
- Meet parties where they are
- Pre- and post-process support and resources
Types of Complaints

**STRUCTURAL**
- Policies, environments, resources, and structures
- Systemic and long-term
- May masquerade as relational complaints
- Often no identifiable Respondent

**RELATIONAL**
- Individuals and groups
- Incident- or relationship-based
- Most common complaint type
- May arise during a structural complaint investigation

© 2023 Association of Title IX Administrators
Complaints and Conflicts

- Complaint
- Covert Conflict
- Overt Conflict
- Environment
- Needs
Sources of Conflict

- Conflicts are a sign of unmet needs
- There are three root causes of conflict

1. Power and Control
2. Care and Connection
3. Respect and Recognition
Contextual Considerations

- No one-size-fits-all approach to IR
- Not all structures will fit the unique circumstances of sex- and gender-based misconduct complaints
- Policies and processes should be designed with a variety of complaints and parties in mind
- IR within an educational institution is inherently different than community agency processes
ACTIVITY: Introduction to David & Andrea
Initial Contact

David has been referred to the Title IX Office by the Office of Student Conduct. He shared that his ex-fiancé Andrea (also a student) has repeatedly contacted him after their relationship ended, including leaving notes on his vehicle on campus that stated, “This is not over;” approaching him after classes; appearing at his off-campus residence; and multiple phone calls and text messages demanding that he speak to her. Andrea has also asked his friends where David is and has shown up at off-campus locations where they are hanging out based on their Instagram posts.

David explains that he has repeatedly asked Andrea to leave him alone and not to contact him. But she will not comply with his requests. He believes Andrea is having a hard time letting go of their relationship, and he is now seeking your help to resolve the situation.

What steps would you take upon hearing this information from David?
Informal Resolution Application
General Application Information

- IR can take place at any point before a final determination is made.
- May offer IR for incidents that:
  - Meet the regulatory definition of Title IX sexual harassment.
  - Fall under another policy.
  - Do not yet rise to the level of a potential policy violation.
- IR is optional and may be offered in a variety of forms.
Title IX Sexual Harassment

- Quid Pro Quo
- Hostile Environment
- Sexual Assault
- Stalking
- Dating Violence
- Domestic Violence
IR Within the Title IX Regulations

- Formal complaint required
- Cannot be used for allegations of employee-on-student misconduct
- Alleged conduct must meet regulatory sexual harassment definition if proven and have occurred in the United States
- Complainant must be participating or attempting to participate in education program or activity
- Respondent must be a student or employee
- Facilitator must be free of bias and conflicts of interest
- Facilitator must have appropriate training
- Records maintained for minimum of seven years
IR Outside the Regulations

- Formal complaint not required
  - ATIXA recommends a written statement or complaint
- May address alleged policy violations and behaviors that would not violate policy but are impactful
  - Non-sexual-harassment civil rights complaints
  - Sexual harassment falling outside the TIX regulations
- Complainant does not have to be affiliated with institution
- Respondent must be a student or an employee
- Recommend same facilitator neutrality and training expectations
- Records maintained per institutional policy
IR for Relational Complaints

- Can be effective way of addressing relational complaints for parties and impacted community

- IR for Parties
  - Resolution focuses on the parties
  - Empowers choice
  - Needs-based
  - Honors privacy similar to the Formal Grievance Process
  - Focuses on ensuring educational access and restoration
IR for Impacted Groups and Communities

- Some incidents have a far-reaching impact on a larger group
- Opportunities for IR to address gaps that may exist between individual and community harm

Considerations
- Are the involved parties agreeable?
- Are the involved parties present?
- Do the power dynamics allow for voluntary choice?
- How expansive is the impact?
IR for Structural Complaints

- No specific Respondent
- Individuals in current roles are not always the same individuals who wrote/implemented the discriminatory policy/practice
- Can necessitate facilitator with positional authority within the institution
- Two-phase resolution
  - Remediing the immediate complaint
  - System/policy/environmental change
Timing

- IR may be implemented prior to, in lieu of, or following a Formal Grievance Process
- Institutions determine whether an investigation should proceed or be paused while IR is attempted
  - Jurisdiction over Respondent
  - Party and witness availability
  - Evidence availability
- Timing may inform IR structure or options that may be available
Any party may request to pursue an IR at any point prior to a final determination.
Determining Availability & Appropriateness
Key Values
Considerations for Appropriateness

- Not all complaints are appropriate for IR and not all parties are ready to participate
- Not all forms of IR are appropriate for all circumstances
- Factors to consider:
  - History of emotional, physical, or sexual violence between parties
  - Power imbalances between parties
  - Potential to jeopardize safety or well-being
  - Situations involving minors harmed by adults
  - Party or parties not sincere or acting in good faith
Informal Resolution Structures & Implementations

Cross-Cultural Considerations
Culture

“[A] set...of rules for being in the world...[and] shared cognitive approaches to reality that distinguish a given group from others.”


© 2023 Association of Title IX Administrators
Cross-Cultural Considerations

Culture eats strategy for breakfast.

Peter Drucker
Management Theorist

- Practitioners need a thorough understanding of institutional culture and needs
- Culture is learned and adaptable
- People tend to defend and protect their culture
- People are often oblivious to the unique customs of their own culture
Cultural Competence

Awareness of one’s own cultural beliefs and values and how they may be similar to or different from other cultures

**Individual**
- Awareness of one’s own worldview
- Developing positive attitudes toward cultural differences
- Willingness to accept and respect cultural differences
- Gaining knowledge of different cultural practices and worldviews
- Incorporating knowledge into interactions across cultures

**Organizational**
- Defined values and principle
- Behaviors, attitudes, policies, and structures that allow support effective cross-cultural communication
- Capacity to acquire and apply cultural knowledge
- Managing dynamics of difference
- Adapting to cultural contexts
Cultural Competence Continuum

Cultural Destructiveness
Cultural Blindness
Cultural Incapacity
Cultural Pre-Competence
Cultural Competency
Cultural Proficiency

Compliance Based Tolerance for Diversity
Transformation for Equity

Adapted from CCPEP.org
Cultural Competence Stages

1. CULTURAL DESTRUCTIVENESS
   Attitudes, policies, structures, and practices within a system or organization that are destructive to a cultural group

2. CULTURAL INCAPACITY
   Lack of systemic and organizational capacity to respond effectively and efficiently to the needs, interests, and preferences of culturally and linguistically diverse groups

3. CULTURAL BLINDNESS
   Expressed philosophy of viewing and treating all people the same
Cultural Competence Stages

CULTURAL PRE-COMPETENCE
A level of awareness of an institution or organization’s own strengths and weaknesses in order to effectively respond to culturally and linguistically diverse populations

CULTURAL COMPETENCE
A demonstration of acceptance and respect for cultural differences

CULTURAL PROFICIENCY
Culture is held in high esteem and is the foundation that guides all organizational practices and endeavors
Anyone can experience trauma and reactions vary from person to person
Culture influences how an individual interprets and assigns meaning to trauma
Practitioners must understand trauma-informed practices in relation to cultural differences
Trauma-informed institutions have a culture that incorporates a thorough understanding of trauma-informed principles and practices
Offering IR is one way to move toward trauma-informed practices
Dynamics of Sex- and Gender-Based Violence

- Culture affects how individuals view and experience gender-based violence (GBV)
- GBV occurs across many different types of relationships
- Relationships, and the power dynamics of those relationships, have an enormous impact on what strategies will provide the most effective responses
- Cultural aspects that may influence how GBV is experienced and viewed include:
  - Spoken and unspoken rules about behavior
  - Bodily autonomy
  - Fear, shame, and evaluation
  - Laws
  - Religious beliefs
Culture and Conflict Resolution

- Cultures are embedded in every conflict because every conflict arises within human relationships
- Affects the ways we name, frame, blame, and attempt to tame conflict
- Influences how individuals engage in conflict resolution
Approaches to Conflict Resolution

- Combat, Compete, Control
- Compromise
- Collaborate
- Avoid
- Accommodate
Context and Communication

LOW CONTEXT

- Emphasizes directness
- Verbal communication is specific and literal
- Directness is expected in return
- More confrontational

HIGH CONTEXT

- Relies upon physical setting and manner of communication
- Nonverbal cues are essential to comprehension
- May increase possibility of miscommunication
- Essential to pay attention to unstated rules
Culture and Contracts

- Not all cultures view negotiations and contracts the same way
- Institutions should be cognizant of this if implementing IR processes seek to reach an agreement
Power and Privilege

- **Power**: right or ability to govern, rule, or strongly influence people or situations, including determining who will have access to resources

- **Privilege**: refers to the unearned benefits given to a member of one social group as a result of the systemic targeting or marginalization of another social group

- Many IR mechanisms require parties to share power rather than use power over others

- Power and privilege can impact the way parties view the facilitators’ perceived identities in relation to their role
Intersectionality

- Framework for understanding how aspects of a person’s identities contribute to various disadvantages and privileges
- Recognizes that identity markers do not exist independently, and each informs the others
- How one travels the world
- Some identities may be more salient than others depending upon context
Intersectionality

**RACE**
Often a dominant identity when navigating systems

**GENDER**
More salient for gender diverse individuals encountering lack of knowledge or understanding

**ABILITY**
Ability status often diminished based on intersecting identities

**ETHNICITY**
Can create a feeling of being siloed into one group or another

**SEXUALITY**
Often more dominant for males than females
What is Bias?

- A preference or tendency to like or dislike
- A cognitive process
- Can be a systematic error in our thinking process
- Mental shortcuts
- A thought process developed over time through repeated personal experience
- Implicit or explicit
- Can be intentional, but generally unintentional
What is Bias?

- Formed from stereotypes, societal norms, cultural experiences, expectations of the people around you
- Can affect our perceptions of Complainants and Respondents
- Common pre-conceptions about Complainants and Respondents
- Can affect our perceptions of others within the process or associated with the process
Types of Bias

- **Anchor Bias**: Relying heavily on the first piece of information received.
- **Confirmation Bias**: Seeking information that supports something already believed.
- **Dunning-Kruger Effect**: Perceiving a concept or event to be simplistic due to lack of knowledge.
- **Observer Cultural Bias**: Evaluating another person based on inherent cognitive biases.
- **Cultural Bias**: Perceiving other cultures as abnormal, outlying, or exotic based on comparison.

© 2023 Association of Title IX Administrators
Common Bases for Implicit Bias

- Ability
- Age
- Citizenship status
- Ethnicity
- Gender
- Gender Identity/Expression
- Health status
- Marital status
- Mental health status
- National origin
- Parental status
- Physical attributes
- Race
- Religion
- Sexual orientation
- Socioeconomic status
ATIXA’s Informal Resolution Framework
Supportive Measures Only

- Institutions have been offering this response for years
- Formal complaint not required
- Complainant declines to pursue Formal Grievance Process
- TIXC works with Complainant to determine reasonable and appropriate supportive measures
- May not adversely impact the Respondent
Supportive Measures Agreement Example

- Outlines specific supportive measures to be implemented

Example:

- Title IX Coordinator will contact Dr. Simmons (ENG 4301), Dr. Gaines (MAT 2205), and Dr. Lyles (POL 3700) to request they work directly with Complainant regarding academic adjustments appropriate to their courses for the Fall 2023 term. Complainant will be cc’ed on e-mails and is encouraged to work directly with faculty to make specific arrangements.

- Title IX Coordinator will work with Office of the Registrar to facilitate a late withdrawal from HIST 2011 without academic or financial penalty.
Accepted Responsibility

- Respondent accepts responsibility for policy violation(s) prior to final determination
- TIXC, Complainant, and Respondent agree to sanctions/corrective actions
- No appeal process if all parties agree on IR terms
- Facilitation foundations and appropriate documentation are core to this process
- Document parties’ decision to not pursue Formal Grievance Process
Signed Resolution Agreement Example

- Respondent accepts responsibility for violating the Sexual Harassment policy by repeatedly making unwelcome sexual comments to the Complainant in person and sending sexual content to the Complainant via text message between March and September 2023.
- Respondent agrees to attend sexual harassment training provided by Human Resources by December 15, 2023.
- Respondent agrees to have no contact with the Complainant unless it is expressly work related.
- Respondent will be placed on employment probation for a period of one calendar year.
Alternative Resolution

- Umbrella term that can encompass any mechanism used to resolve a formal complaint that is not supportive measures only, acceptance of responsibility, or the Formal Grievance Process
- May or may not result in formalized agreement between the parties and institution
- Should always include intake, preparation, facilitation, and closure phases
- Five common conflict resolution mechanisms
  - Conflict Coaching
  - Facilitated Dialogue
  - Shuttle Negotiation
  - Mediation
  - Restorative Practices
Conflict Coaching

- Party, usually the Complainant, works one-on-one with a trained facilitator
- Discuss the behavior they want to address
- Explore strategies for addressing the behavior directly with other party
- Often includes role-playing practice
**Conflict Coaching**

**STRENGTHS**
- Prevents low-level concerns from escalating
- Empowers parties and builds conflict resolution skills

**CHALLENGES**
- Relies on one party’s version of the events
- Dependent upon initiating party’s willingness to engage

**CONTEXT CUES**
- Pre-existing relationship
- Low-level conduct
- Respondent struggles with social cues

**BEHAVIORS**
- Unwelcome communication
- Lingering or lurking
- Repeated requests for dates
Facilitated Dialogue

- Parties engage in direct conversation about incident/conflict
- Use the assistance of a mutually serving facilitator
- Focus on providing space and framework for communication versus finding agreement
Facilitated Dialogue

**STRENGTHS**
- Allows for dialogue without pressure to reach an agreement
- Easily adaptable to in-person or virtual settings

**CHALLENGES**
- May leave parties feeling the situation is unresolved
- Can easily turn into debate rather than dialogue

**CONTEXT CUES**
- Parties open to direct interaction
- Conduct may not rise to the level of a policy violation
- Goal of perspective sharing and increasing understanding

**BEHAVIORS**
- Offensive or hate speech
- Hosting/supporting controversial speakers or events
- Not respecting boundaries
Shuttle Negotiation

- Third-party facilitator acts as a go-between for the parties
- Takes several conversations with each party before resolution is reached
Shuttle Negotiation

**STRENGTHS**
- Allows for resolution without direct interaction
- Flexible to accommodate different communication preferences

**CHALLENGES**
- Relies heavily upon facilitators accuracy and skill
- Often does not address underlying feelings and needs

**CONTEXT CUES**
- Parties do not want or are restricted from direct communication
- Goal of sharing perspectives and reaching agreements
- Parties have ongoing relationship/overlap in education, social, or employment

**BEHAVIORS**
- Sexual harassment
- Dating or domestic violence
- Sexual exploitation

© 2023 Association of Title IX Administrators
Mediation

- Structured process where mutually serving facilitator fosters an environment of open communication between parties with an intention of reaching an agreement
- Facilitators tend to follow facilitative and/or transformative mediation models for Title IX complaints
- Mediators tend to keep their own views of the conflict hidden
**Mediation**

**STRENGTHS**
- Seeks to address short- and long-term issues
- Structured to facilitate developing a tangible agreement

**CHALLENGES**
- Assumption that both parties contributed to causing the matter being mediated
- Not appropriate for matters with unresolved power imbalances
- Often results in compromise; no party is fully satisfied

**CONTEXT CUES**
- Parties willing to be in the same space
- Limited or no power imbalances
- Flexibility about what outcome may result

**BEHAVIORS**
- Sexual harassment
- Sexual exploitation
- Structural complaints
**Restorative Practices**

- Commonly designed as a circle process with a mutually serving facilitator
- May take the form of conferencing or an exchange of statements
- Focuses on identifying:
  - Who was harmed
  - How they were harmed
  - Respondent taking accountability for causing harm
  - Parties determining how Respondent can best repair the harm
Restorative Practices

**STRENGTHS**

- Provide Complainant opportunity to be heard and have questions answered
- Allow parties to work collaboratively to determine how harm and relationships can be repaired

**CHALLENGES**

- Cultural shift for Respondents to take accountability
- Require highly skilled and experienced facilitator
- Often time-intensive for preparation and facilitation

**CONTEXT CUES**

- Respondent is taking accountability for causing harm
- Desire to repair a pre-existing relationship
- Openness to listening to others’ experiences and perspectives

**BEHAVIORS**

- Sexual exploitation
- Stealthing
- Hazing
Transformative Practices

- Focuses on addressing issues of injustice and oppression
- Practices are gaining popularity in circumstances in which the community wants to take responsibility for resolution

**Strengths**

- Provides means to address community impact beyond involved parties
- Often focuses on harmful behaviors outside of policy scope
- Useful for responding to structural complaints

**Challenges**

- Intentionally takes place outside system/policy, which prevents institution from being able to ensure the behavior has been stopped, prevented, and remedied
Alternative Resolution Process
Who Should Facilitate?

- Institutions have discretion to determine who can serve as an IR facilitator
- ATIXA recommends:
  - Facilitator pool
  - TIXC does not serve as a facilitator
- Institutions may contract or hire external facilitators
- TIXC will need to determine appropriateness of facilitator preference requests from parties
Intake

- First step in process
- Best facilitated by the person or pair running the process
- All parties need to participate in individual intake sessions

Intake Session Goals

- Build rapport
- Evaluate emotional, mental, and physical safety for participation
- Ascertain motivation and goals
- Explain AR process and manage expectations
- Identify support resources for parties
- Determine what would prevent continuation of process for each party
Facilitator Reminders

- For most parties, this is a new process
- Provide reference materials for parties after the intake meeting
- Facilitator’s goal is to make the process or action easier for parties
- Do not take parties’ actions personally
- Avoid making assumptions and challenge assumptions the parties make
# Positions, Interests, and Needs

<table>
<thead>
<tr>
<th><strong>P</strong></th>
<th><strong>Positions:</strong> specific demands; a chosen stance; a solution upon which a party has decided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example: “I want the Respondent suspended”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>I</strong></th>
<th><strong>Interests:</strong> underlying motivations, hopes, concerns, desires, or worries that led a party to their position; what helps a party choose their solution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example: “I don’t want to have classes with the Respondent”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>N</strong></th>
<th><strong>Needs:</strong> what a party actually must have</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example: safety</td>
</tr>
</tbody>
</table>
Intake Meeting Structure

- Gather Party’s Perspective
- Ascertain Party’s Motivation
- Discuss Party’s Goals
- Explore Positions, Interests, Needs, and Feelings
- Ask What Cannot Be Shared with Other Party
- Obtain Written Consent
Evaluation Frameworks

- Pay attention to cues indicating whether a party is in a conducive mental and emotional state for Alternative Resolution participation
- Assessing readiness and amenability for Alternative Resolution is both an art and a science
- Three example frameworks:
  - The 10 D’s of Opposition
  - Four Levels of Accountability
  - ATIXA’s 1P2P Framework
10 D’s of Opposition

- Deflect
- Divide
- Delay
- Dulcify
- Deny
- Discredit
- Discount
- Destroy
- Decieve
- Deal
Four Levels of Accountability

- Ability to acknowledge you caused harm
- Ability to acknowledge someone was harmed
- Desire to understand impact of harm
- Want to repair harm and restore relationships
ATIXA’s 1P2P Framework

Checklist outlining considerations for determining appropriateness and parties’ preparedness for Alternative Resolution

Considerations:
- Parties’ amenability to AR
- Likelihood of resolution
- Parties’ motivation
- Civility
- Results of violence risk assessment
- Emergency removal implications
- Complaint initiation
- Facilitator skill
- Emotional investment
- Rationality
- Parties’ goals
- Resources
David explained that he started dating Andrea in high school, and they came to college as a couple. During their sophomore year, David proposed, and Andrea accepted. They moved in together in an off-campus apartment for their junior year. However, at the end of their junior year their relationship became strained, and they started arguing on a regular basis. David shared the he decided to tend the relationship over the summer and moved into an apartment with friends. David stated that he does not want to have any further contact with Andrea and there is no reason she should be continuing to contact him (i.e. no shared children, pets, property, etc.). He requests a No Contact Order and is considering whether to file a formal complaint.
Andrea provides similar information regarding the history of her relationship with David. She explains that when they were together, she consented to allowing David to take nude photographs of her multiple times. Andrea has heard a rumor that David still has the photos and has commented to mutual friends that he plans to post them online. Andrea has been trying to speak to David about deleting the photos, but he refuses to answer or return her calls or speak to her in person. Although Andrea was not happy about the relationship ending and would be open to rekindling things with David, all she really wants at this point is for David to delete the photos.
Preparation Meetings

- Number and structure of preparation meetings depends on Alternative Resolution mechanism and parties
- Facilitator should go into each meeting prepared with what they want to achieve during the meeting
  - Alternative Resolution can take unexpected turns and facilitators should not plan for a particular outcome
- Parties may not get to a place where they are ready to interact
Nonviolent Communication (NVC)

- Method of communication claimed to increase empathy and improve quality of life
- Four stages include:
  - Observations
  - Feelings
  - Needs
  - Requests/Offers
Additional Preparation Questions

**Complainant**
- What would you like the Respondent to learn as a result of this incident?
- What would help you feel confident that this behavior will not happen again?
- Do you want to be able to have contact with the Respondent following this incident?
- What did you need in the moment that the incident was happening?

**Respondent**
- What do you think you need to learn as a result of this incident?
- Are there any underlying issues that contributed to your choices and behaviors that need to be addressed?
- What would help you feel confident that this behavior will not happen again?
Facilitation

1. Opening
   - Introductions
   - Process explanation
   - Guidelines/ground rules

2. Connection and Communication
   - Exchange of information between parties
   - Reflections and responses

3. Developing Agreements
   - Requests and offers
   - Negotiation
   - Expectations for non-compliance

4. Closing
   - Conversation recap
   - Review and finalize any agreements

© 2023 Association of Title IX Administrators
ACTIVITY: David and Andrea Part III
Positions, Interests, and Needs

**David**
- I want Andrea to leave me alone
- We aren’t in a relationship; there is no reason for us to communicate
- Space, independence

**Andrea**
- David needs to delete the photos
- He has no reason to keep the photos and I don’t want them being shared
- Integrity, cooperation, respect
Process Closure

- Involves responsibilities for TIXC and the facilitator(s)
- ATIXA recommends the TIXC approve any agreements before they are finalized
- Process closure includes:
  - Written agreements
  - Follow-up with the parties
  - Facilitation debrief
  - Documentation
Institutional Support for Alternative Resolution
Interest and Openness

- Identify existing conflict/alternative resolution processes at the institution
- Determine if there are community-based resources in the area
- Consider whether the institution’s culture and speak to support for AR processes
Involving Stakeholders

- President
- Executive Team/Cabinet-level Administrators
- Legal Counsel
- Title IX Coordinator
- Clery Act Compliance Coordinator
- Prevention/Sexual Health Educators
- Human Resources
- Faculty/Staff

- Student Conduct
- Residence Life
- Student Activities
- Student Government
- ADA/Section 504 Coordinator
- Campus Safety/Law Enforcement
- Faculty/Staff Senate
- Unions
Program Proposal

- Understand the process to submit new program ideas at the institution
- Consider proposing a pilot

**Formal Proposal**
- Cost, resources, human resource analysis
- Space allocation
- Policy changes
- Benchmarking data

**Informal Proposal**
- General information gathering
- Meeting with stakeholders
- Find champions
Resource Considerations

1. Staffing
2. Structure and Space
3. Budget
Policy Considerations

- Determine if institutional policy allows for AR
  - Permissiveness
  - Deal breakers
- Determine whether institutional support exists for AR and to review/amend policies
- Know your institutional processes to review/amend policies
  - Process
  - Approval
  - Legal counsel review
Training Considerations

- Scope
- Training Costs
- Time
- Ongoing Training
Process Considerations
Setting the Tone

Practitioners need to consider the tone they hope to set for IR in their process

- Participant experience from intake through resolution
- Policy language
- Print and web-based materials
- Presentations and training
- On- and off-ramps
- Structural complaint resolution mechanisms
Facilitation Structuring

- Institutions need to determine which of the IR and AR options they will offer
- Identify and train facilitators
- Determine the types of complaints the school will resolve with internal vs. external facilitators
Three-Party Model
Process Structure Considerations

- ATIXA recommends the TIXC have authority to disapprove a proposed resolution
  - Responsible for ensuring equity within a complaint and across complaints
  - Requirement to stop, prevent, and remedy
- Institutions need clearly defined deal breakers
- Accurate understanding of the support and comfort level in applying alternative resolution to in Title IX complaints
Confidentiality vs. Privilege vs. Privacy

1. **CONFIDENTIALITY**
   Those who receive reports from students (and sometimes employees) and need not report to the TIXC

2. **PRIVILEGE**
   A legal obligation, such as an attorney giving advice in an attorney/client relationship or clergy providing pastoral advice

3. **PRIVACY**
   Only disclosing the allegations to those who need to know, but cannot guarantee confidentiality
Privacy Considerations

- Who is invited to participate?

- Non-Disclosure Agreements
  - All parties sign?
  - Advisors
  - How to address a violation of the agreement?
    - Violation by non-affiliated parties?

- Mandatory Reporting
  - Abuse of minor/elder/person with a disability
  - Threats of harm to self
  - Threats of harm to others
Advisors

- Institutional policy determines if Advisors are permitted during IR
- Assess whether institutional policy allows Advisors in other similar processes
  - Full participations/representation vs. limited role
  - Representative for institution
- Only primary parties should be permitted to have Advisors in circle or community processes
- Clearly explain Advisor role and expectations in published policy/procedures and first Advisor interaction
Facilitators often take notes to help all participants track issues and agreements during the IR process.

Institutions must determine if facilitator notes are maintained, and if so, by whom and how.
Documentation: Resolution Agreements

- Once approved by TIXC: clear communication regarding what is required of parties, if anything
- Complaint File Documentation
  - Formal Complaint
  - Communication with the parties
  - Signed participation agreements
  - Rationale for how the school’s response is not deliberately indifferent
  - Verification of any action items completed or pending
  - Memorialize any confidential/non-confidential understandings established
- Document sufficient details to allow for an evaluation of a possible pattern in the event of a future complaint
Institutional choice to allow information from an AR to be used in the Formal Grievance Process

- A flexible approach allows institutions options and sets expectations with parties involved in each complaint
- Respondents may hesitate to participate without some assurance that information they share won’t be used against them in another venue
- Confidentiality agreements/NDAs and/or information sharing expectations can be part of the agreement to participate
- Carve out for “admissions” about one’s own conduct vs. a blanket statement covering all information discussed in IR
“Under circumstances approved by the TIXC, the parties may agree, as a condition of engaging in Informal Resolution, that statements made, or evidence shared, during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties consent.”
Record Retention

- Title IX complaints and associated information must be maintained for a minimum of **seven (7) years**
  - Informal Resolutions are part of this recordkeeping requirement
- Schools need to determine:
  - Who maintains records
  - How records are retained
  - Whether to create and maintain recordings of AR meetings
  - Whether parties may request to review or amend records
  - Protocol for releasing records as requested and permitted by law
Unsuccessful Resolution

- Facilitators or TIXC should meet with the parties individually to discuss why AR was unsuccessful
  - Gauge ability and willingness to revisit outcome and continue AR process
- Refer the complaint back to the Formal Grievance Process to resume or start as appropriate
  - Complainant has option to withdraw the complaint
- For unapproved proposed resolutions, TIXC must provide a rationale
Assessing Effectiveness
Life Cycle of a Program

Initial Development & Implementation

Process Reassessment

Determining Effectiveness

Process Improvement
Determining Effectiveness

- Demonstrate IR effectiveness through qualitative and quantitative data

**Qualitative Data Sources**

- Post- facilitation surveys
- Informal check-ins
- Formal closure interviews
Determining Effectiveness

Quantitative data for benchmarking and trend analysis:

- Recidivism rates
- Retention rates
- Adherence to agreements
- Number of complaints eligible for IR compared to the number that chose IR
- Successful vs. unsuccessful IR
- Process length for IR vs. Formal Grievance Process
- Staff time spent per complaint on IR vs. Formal Grievance Process
Process Improvement

Data collection will inform improvements for a variety of areas:

- Facilitator training and education
- Staffing and resource allocation
- Process/policy updates
- Community awareness
- Benchmarking best practices
Process Reassessment

- **Self-Assessment** completed by individuals within the TIX office
- **External review** conducted by consultants or peer reviewers with substantive experience and expertise in IR
- **Internal review/audit** conducted within the institution but not the TIX office
- Benchmarking best practices
- Complaint statistics and program data
LIMITED LICENSE AND COPYRIGHT. By purchasing, and/or receiving, and/or using ATIXA materials, you agree to accept this limited license and become a licensee of proprietary and copyrighted ATIXA-owned materials. The licensee accepts all terms and conditions of this license and agrees to abide by all provisions. No other rights are provided, and all other rights are reserved. These materials are proprietary and are licensed to the licensee only, for its use. This license permits the licensee to use the materials personally and/or internally to the licensee’s organization for training purposes, only. These materials may be used to train Title IX personnel, and thus are subject to 34 CFR Part 106.45(b)(10), requiring all training materials to be posted publicly on a website. No public display, sharing, or publication of these materials by a licensee/purchaser is permitted by ATIXA. You are not authorized to copy or adapt these materials without explicit written permission from ATIXA. No one may remove this license language from any version of ATIXA materials. Licensees will receive a link to their materials from ATIXA. That link, and that link only, may be posted to the licensee’s website for purposes of permitting public access of the materials for review/inspection, only. Should any licensee post or permit someone to post these materials to a public website outside of the authorized materials link, ATIXA will send a letter instructing the licensee to immediately remove the content from the public website upon penalty of copyright violation. These materials may not be used for any commercial purpose except by ATIXA.