



TITLE IX OFFICES: STRUCTURE AND STAFFING FOR SUCCESS

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DAN SCHORR, LLC

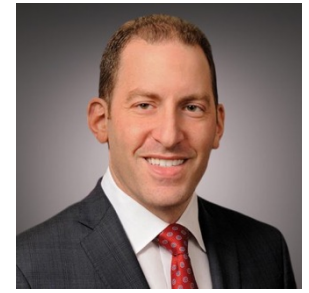
OUR SERVICES

- Title IX, Civil Rights, and Misconduct Investigations
- Decision Makers and Hearing Officers
- Hearing and Process Advisors
- Trainings
- Policy and Program Reviews
- Interim Title IX Coordinator Coverage

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DAN SCHORR

President
New York



Dan Schorr is a former criminal prosecutor and municipal inspector general with more than 20 years of legal and investigative experience. He manages a variety of complex assignments, including investigations into sexual misconduct, Civil Rights, and fraud allegations at educational institutions, corporations, and government entities. In addition to specializing in Title IX investigations, Dan assists higher education and K-12 schools by conducting policy and program reviews, training personnel on all aspects of Title IX and Civil Rights compliance, and serving in hearing officer and decision maker roles. Dan is a pre-approved Sexual Misconduct Investigator for the United Educators ProResponse Expert Services Benefit.

ALYSSA-RAE MCGINN

Vice President, Investigations
Boston



Alyssa-Rae McGinn has extensive experience leading a variety of complex investigations, with particular expertise in conducting investigations at educational institutions and corporations into allegations of sexual misconduct and identity-based harassment involving students, faculty, staff, and corporate leadership. Alyssa-Rae was previously a Senior Associate at Ankura, where she and Dan established the firm's Title IX and Civil Rights Investigations practice and grew it to assist institutions nationwide. Prior to Ankura, Alyssa-Rae was an Associate Director in Kroll's Business Investigations & Intelligence practice.

ELIZABETH CANNING

Elizabeth H. Canning, Inc.

Campus and Workplace Solutions

Providence



Elizabeth is a lawyer and human resources professional with over a decade of experience creating and leading the Title IX and Equity offices for public and private colleges and universities. She works with organizations throughout the country. My practice is focused on using my experience in Title IX, Equity, and Human Resources to help schools and workplaces meet their compliance obligations and implement practices and policies that foster more compliant, productive, and equitable environments. The compliance work includes: helping organizations properly investigate and respond to allegations of misconduct; writing policies and procedures; conducting training; providing coaching, support, and advice for leadership, HR, Title IX/equity offices, and campus in-house lawyers; providing interim Title IX/equity coverage; and serving as a campus hearing officer. Building a culture of compliance, I also help organizations address some of the underlying factors that lead to misconduct in the first place. Specifically, I work with organizations to develop strategic approaches to institutional culture, systems, and community engagement.

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THE TITLE IX COORDINATOR ROLE

- Overall role
- Responsibilities
- Common challenges

WHAT DO WE MEAN BY STAFFING AND STRUCTURE?

- Staffing:
 - Who is assigned to the functions of the Title IX office?
 - What titles should they hold?
- Structure:
 - How should the office be designed?
 - Who should the Title IX Coordinator report to?
 - Where in the organizational chart should Title IX sit?
 - How should sexual misconduct prevention and response functions be divided among various staff?

WHAT IS DRIVING THIS BUS?

- Policy?
- Process?
- Task?
- Role?

WHY DOES THIS MATTER?

- Title IX Coordinator retention
- Compliance with relevant federal and state law
- Assuring positive community experience
- Risk management and liability limitation

SCENARIO: THE SINGLE COORDINATOR

A mid-size private university in an urban area has one Title IX Coordinator, Tyler Lopez, who makes up the entire Title IX function. Tyler is responsible for overseeing and supporting report intake, formal and informal processes, hearings, and supportive measures/accommodations, as well as Clery reporting. Tyler is also responsible for prevention education, including coordinating with professors who want to incorporate some topics about gender discrimination in their classes. Tyler's office is the only office on campus that handles all forms of discrimination for students. Tyler reports to the general counsel's office.

SCENARIO: PREVENTION/RESPONSE

A small private liberal arts college splits the prevention and response functions of Title IX between two offices: The Office of Sexual Violence Prevention and The Title IX Office. The Prevention Office is staffed with a director and two part-time counselors, and they provide confidential counseling services and educational programming. The Title IX Office is staffed with a Title IX Coordinator who is an attorney and a part-time administrative assistant who is new to Title IX, and they handle all report intakes, formal and informal processes, hearings, and supportive measures/accommodations, as well as Clery reporting. The Prevention Office reports to the VP of Student Affairs, and the Title IX Office reports to the President's Office.

MAKING YOUR CASE FOR STAFFING AND STRUCTURE CHANGES

- Get buy-in from key stakeholders
- Research benchmark institutions
- Consider the current workload and areas where more/different resources would assist

THE TITLE IX AND CIVIL RIGHTS

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"Final Table is a compelling, timely, and fast-paced story of a sexual assault survivor's fight to regain control of her life in the face of fear, self-doubt, international intrigue, and looming retribution. Former sex crimes prosecutor Dan Schorr's nuanced and layered debut novel smashes stereotypes and cliches with a strikingly original and memorable narrative."

- **SUNNY HOSTIN**,
Emmy-Winning Co-Host of *The View* and best-selling author of *I Am These Truths* and *Summer on the Bluffs*



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