



Basic Title IX Compliance Checklist

- An employee has been designated as the Title IX Coordinator
- Posters containing Title IX information prominently displayed on campus and include Title IX Coordinator's name, title and telephone number
- Institutional Policy on Sexual Misconduct, Stalking and Relationship Violence
- Search terms on website: Rape, sexual misconduct, sexual assault, stalking, abuse, Title IX
- Three click access to your policy and procedures/resource. Remember: "Think Like a Student"
- Pamphlet for mandatory reporters to provide care and support options for complainants
- Declination Form (See CSAs Model Declination Form)
- Reporting Form for CSAs
- Written policy stating that services will be provided to persons without regard to gender
- Title IX information disseminated to your beneficiaries (employees, applicants, students)
- Beneficiaries made aware of their rights under Title IX including the right to file a complaint
- All employees are periodically trained regarding information detailing their Title IX responsibilities
- A written procedure exists for hearing Title IX complaints for all parties
- Records are maintained regarding all alleged cases of gender and sex based discrimination or harassment (see Model Complaint Log)
- Mandatory reporters identified by position trained

Policies/Procedures to Cross Reference and Consider for Compliance

- Student Code of Conduct
- Faculty Handbook
- Code of Conduct for Staff
- Institutional Bylaws/Charters
- Athletic Policies
 - Code of Conduct for Student Athletes
 - Coaches Manuals
 - Coach Contracts/PDQs
- Campus Security Procedures – Clery
- Policies on FERPA
- MOU with Law Enforcement
- Third Party Contracts (ensure that they contain provisions regarding the vendor/sub-contractor responsibilities to the institution under Title IX)

Special Training Considerations

- High Risk Areas
 - Greek Life
 - Residence Life
 - Athletics – Coaches and Student-Athletes
- Adjudicators and Investigators
- Board of Directors/Trustees
- President's Cabinet or Executive Team
- Residence Life