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## Title IX Coordinator Responsibilities and Duties

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Ohio University's Title IX Coordinator is the designated agent of the University with primary responsibility for coordinating University Title IX compliance efforts. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of University policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance.

Ohio University's Title IX Coordinator is:

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Duties and responsibilities related to the coordination of the University's Title IX compliance efforts include, but are not limited to:

1) Notification and Education --

- prepare and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the campus community of Title IX rights and responsibilities, to the campus community
- coordinate training for students about their rights under Title IX and grievance procedures
- coordinate in-service training to all employees concerning Title IX policy

2) Consultation, Investigation, and Disposition -

- receive and process, in a timely manner, inquiries from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX
- receive and process, in a timely manner, inquiries from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX
- if not appropriate for investigation, refer inquiries to other resources (e.g. University Ombudsman, Human Resources)
- receive and process, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX
- receive and process, in a timely manner, complaints from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX

- notify complainants of receipt of the complaint
- notify respondents that complaint has been made
- notify supervisor(s) of respondent that complaint has been made
- investigate alleged discrimination and/or harassment
  
- interview complainants, respondents, and material witnesses
- obtain and review documents and other relevant materials from complainant and/or respondent
  
- issue findings of fact and recommendations for disposition of complaints
  
- notify all parties regarding disposition
  
- notify complainants of his or her right to pursue remedies outside of the University grievance process
- follow-up with parties regarding implementation of recommendations contained in disposition; seek assistance from parties' supervisors, if necessary to implement recommendations
  
- monitor compliance of all requirements and time-lines specified in the complaint/grievance procedures

### 3) Institutional Monitoring and Compliance Assurance

- train staff responsible for implementing grievance procedures
- coordinate and monitor Title IX efforts of other delegates and University offices that receive and/or investigate complaints, including but not limited to Human Resources, Student Judiciaries, Ohio University Police Department, University Ombudsman, Regional Campuses, and University Athletics.
  
- organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints.
- remain knowledgeable of current state and federal law and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX.
- maintain professional qualification through ongoing training and professional development from accredited training programs; manage a professional development budget for this purpose
- monitor University Harassment policy and procedures to ensure compliance with state and federal law and regulations
- serve as a liaison officer to state and federal government compliance or investigation officers

### 4) Advising President and Executive Vice President and Provost

- provide ongoing consultation regarding Title IX requirements, grievance issues, and compliance programs to the President and Executive Vice-President and Provost
- report directly to Executive Vice-President and Provost level of administration (where there is no conflict of interest) to assist in resolution of complex harassment and discrimination cases, with a direct line to the President in situations that may present a conflict of interest for the Executive Vice President and Provost or for matters that require direct advisement of or involvement by the resident. In conjunction with University Legal Affairs, Title IX Coordinator may request hiring of outside qualified persons to investigate harassment and discrimination cases in the event of a conflict of interest. Academic and administrative units shall cooperate with Title IX Coordinator to obtain access to information necessary to investigate and enforce compliance requirements.

### 5) Annual Report to University President and Board of Trustees

The Title IX Coordinator will prepare annual statistical reports for the campus community on the incidence of sexual harassment. No information that identifies individuals will be reported in the annual statistical reports. Annual reporting shall be made by the Office for Institutional Equity to the Office of the President, Office of the Executive Vice President and Provost, to the Board of Trustees, and to the Office of Legal Affairs. Title IX Coordinator Duties and Responsibilities drafted by Laura L. Myers, J.D., M.A., C.A.A.P. Last Revised December 29, 2009.



# TITLE IX

## ADVISORY 2



## OCR Requirements for Title IX Coordinators

For more than a decade, the Office for Civil Rights (OCR) at the U.S. Department of Education has required recipients of federal funds to designate a Title IX coordinator. OCR included the requirement in its 1997 [Sexual Harassment Guidance](#) and published the requirement in 2000 in the [Code of Federal Regulations](#). In 2004, OCR released a "[Dear Colleague](#)" letter (DCL) noting that many educational institutions were not properly designating and publicizing Title IX coordinators and reminding institutions of their obligations. The most recent reminder was included in OCR's "[Dear Colleague](#)" letter of April 4, 2011.

### Responsibilities

The Title IX coordinator is responsible for overseeing an institution's Title IX compliance efforts. The coordinator must:

- be available to meet with students who believe sexual harassment or assault has occurred
- ensure that complaints are handled through consistent practices and standards
- upon receiving notice of potential acts of sexual harassment or assault, either personally investigate the incident or oversee the investigation

The coordinator may also provide assistance to the institution's law enforcement employees on appropriate responses to reports of sexual violence. In these cases, the coordinator should have access to school law enforcement investigation notes and findings unless access would compromise a criminal investigation. Furthermore, the coordinator is responsible for reviewing all complaints received to identify and address any patterns or systemic problems. For example, OCR suggests that the coordinator maintain a confidential log of complaints to identify students or employees who have multiple complaints filed against them.

## Who Should Fill the Role?

An institution may decide to designate one or numerous employees as Title IX coordinators. If an institution names multiple individuals, it must designate one coordinator as having ultimate oversight responsibility. Titles of other coordinators should clearly show that they are in deputy or supporting roles to the senior coordinator. Some institutions designate deputy coordinators for different campus constituencies (such as students and employees) or different academic units. See examples in the resources section on the following page.

The Title IX coordinator cannot have other job responsibilities that may create a conflict of interest. OCR states that disciplinary board hearing members and an institution's general counsel would have a conflict. Similarly, anyone who decides appeals of disciplinary board decisions would have a conflict. It does not state that investigators of harassment or assault complaints would have a conflict. In fact, the 2011 DCL suggests training coordinators to conduct investigations.

Institutions tap a wide variety of roles to fulfill Title IX coordinator responsibilities, including student affairs professionals, equal opportunity officers, and human resources administrators. Smaller institutions with limited administrative staff often find human resources officers well suited to the role since they usually have experience with enforcing nondiscrimination laws, investigating misconduct, and resolving disputes between members of the campus community. All individuals who serve in coordinator roles must be trained or have prior experience with the topics of sexual harassment and violence and must be familiar with, and able to explain, the institution's grievance procedure.

## Informing the Campus Community

OCR requires institutions to include extensive contact information for Title IX coordinators, including name, title, office address, telephone number, and email address, in their nondiscrimination policies. In addition, institutions should widely publicize contact information through faculty, staff, and student handbooks; grievance procedures; and posters throughout campus.

**UE's Bottom Line:** Most of OCR's requirements for a Title IX coordinator have been in place for more than a decade and are straightforward. Institutions should move quickly to designate a coordinator if they have not done so. Lack of a coordinator would be an easy violation for OCR to spot in a compliance review.



*All individuals who serve in coordinator roles must be trained or have prior experience with the topics of sexual harassment and violence and must be familiar with, and able to explain, the institution's grievance procedure.*

## Additional Resources

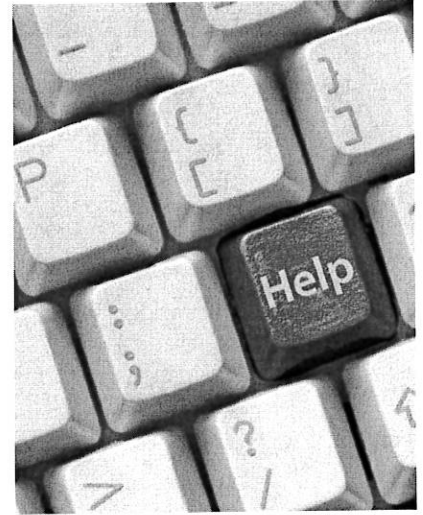
- **1997 Sexual Harassment Guidance**  
This guidance establishes the need to designate a Title IX coordinator responsible for overseeing an institution's efforts to prevent and respond to sexual harassment. In addition, it briefly discusses the training coordinators should receive.
- **2001 Revised Sexual Harassment Guidance**  
OCR revised its 1997 guidance to reflect subsequent Supreme Court decisions on sexual harassment in schools.
- **Code of Federal Regulations**  
These regulations published in 2000 state in §106.8 that a recipient of federal funds must designate at least one employee as a Title IX compliance coordinator and notify all students of the name, office address, and telephone number of the employee or employees appointed.
- **2004 Dear Colleague letter**  
In this letter, OCR stated that in its compliance reviews, the "most frequently cited problem was the failure to effectively disseminate notice of the Title IX coordinator's identity and contact information as required by the Title IX regulations."
- **2011 Dear Colleague letter**  
The 2011 letter discusses additional responsibilities for the Title IX coordinator, potential conflicts of interest, and the titles institutions must use.

## Sample Title IX Coordinator Structures

- **Eastern Michigan University**  
Eastern Michigan's chief human resources officer serves as the overall title IX coordinator. It has deputy coordinators for students, athletics, and employees and visitors.
- **Yale University**  
At Yale, the director of the Office for Equal Opportunity Programs serves as the university coordinator, and there are deputy coordinators for 12 different academic units.

## Sample Title IX Coordinator Description of Responsibilities

- **Ohio University**  
This detailed description can serve as a good model for other institutions.



UE members may send questions about Title IX compliance to [risk@ue.org](mailto:risk@ue.org).

*UE would like to thank Gary Pavela, author of The Pavela Report and former director of judicial programs at the University of Maryland, for reviewing and commenting on this guidance.*