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Emory Department of Title IX Advisor Training

Miriam Smith, Assistant Director of Title IX Education and Training

Today's Training Goals

- **Define the advisor's role**
- **Understand the structure and expectations of the Title IX hearing process**
- **Identify how to work collaboratively with the Office of Respect**
- **Recognize the importance of neutrality, trust-building, and respectful conduct**

Emory Title IX Team



NICOLE BABCOCK
Director and University Title IX Coordinator



DANIEL DELUCA
Title IX Assistant Director



MIRIAM SMITH
Title IX Education and Training Assistant Director



ARTEMIS AGHDASI
Title IX Investigator



MATT HALL
Title IX Investigator



CRYSTAL ANDERSON
Title IX Case Manager



TAWANNA "TEE" THOMAS
Administrative Assistant



Why it Matters!

ADVISORS ARE ESSENTIAL TO DUE PROCESS AND
SUPPORT.

YOUR PRESENCE IMPACTS TRUST AND TRAUMA
RESPONSE.

ADVISORS UPHOLD THE INTEGRITY OF THE PROCESS.





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Advisor Role in the Title IX Process

Advisor (Defined by Policy 8.2)



The Complainant and the Respondent may be accompanied to any meeting or hearing by the advisor of their choice through the course of the Title IX process. The advisor may be any person, including an attorney.



The University offers trained Title IX advisors for Complainants and Respondents. The University Title IX advisors support the Complainant or Respondent through the investigation and adjudication process. Individuals interested in utilizing a University Title IX advisor should submit a request in writing to the appropriate Title IX Coordinator.



If a party does not have an advisor for the hearing, the University will select an advisor, at no cost to the party, for the purpose of conducting cross-examination.

EXPECTATIONS OF AN ADVISOR

Supportive. Informed. Respectful. Neutral.

Know the Scope of Your Role

- You are not a legal representative.
- You do not speak on the student's behalf (except during cross-examination at the hearing).
- You are present to support, advise, and help navigate the process.

Stay Informed and Prepared

- Review Emory's Policy 8.2 and understand each stage of the resolution process.
- Help the student understand timelines, rights, and responsibilities.
- Assist in reviewing documents like the Directly Related Evidence (DRE) and Report of Investigation (ROI).

Be Respectful and Non-Adversarial

- Maintain a calm, professional tone in all meetings and hearings.
- Do not interrupt investigators, hearing officers, or witnesses.
- You can help them prepare, but the decisions should be theirs.

Protect Privacy and Integrity

- Do not share details of the case with others.
- Avoid retaliation or influencing witnesses.
- Violating expectations may result in removal from the process.

Prior to Agreeing to Serve as an Advisor




TIME COMMITMENT.
UNDERSTAND THE TIME YOU WILL
NEED TO COMMIT TO SERVE AS AN
ADVISOR.



CONFLICT OF INTEREST CHECK. IF
YOU BELIEVE THAT SERVING AS AN
ADVISOR IN THE DTIX PROCESS IS A
CONFLICT OF INTEREST IN YOUR
ROLE AT EMORY UNIVERSITY, YOU
SHOULD DECLINE THE REQUEST.
DTIX WILL SHARE THE PARTIES'
NAMES WITH YOU SO THAT YOU
CAN CONDUCT AN INTERNAL
CONFLICT CHECK PRIOR TO
AGREEING TO SERVE AS AN
ADVISOR.



SELF-CARE. RECOGNIZE THESE
PROCESS MAY INVOLVE VERY
DIFFICULT AND COMPLICATED
TOPICS. CONSIDER HOW BEST TO
CARE FOR YOURSELF AND YOUR
WELL BEING.



Snapshot of Advisor Time Commitment: Title IX Misconduct

- **Attend informational meeting with student** (meeting with DTIX & party via Zoom; 45 minutes to an hour)
- **Attend meeting with investigator** (meeting with investigator & party via Zoom; one to two hours)
- **Attend possible follow-up meeting with investigator** (meeting with investigator & party via Zoom; less than 30 minutes)
- **Assist with review of directly-related evidence (DRE)** (Zoom/phone with party; less than an hour) DRE review has a 10-business day deadline to review
- **Assist with review of the Report of Investigation (ROI) for written response** (Zoom/phone with party; depending on length of report) ROI review has a 10-business day deadline to review
- **Attend the hearing to support party & conduct cross-examination** (hearing conducted via Zoom; typically one full work day)
- **Assist with review of the Hearing Officer's Determination for potential appeal** (Zoom/phone with party, one hour) Appeal deadline is 7-business days

DTIX Administrative Resolution Processes



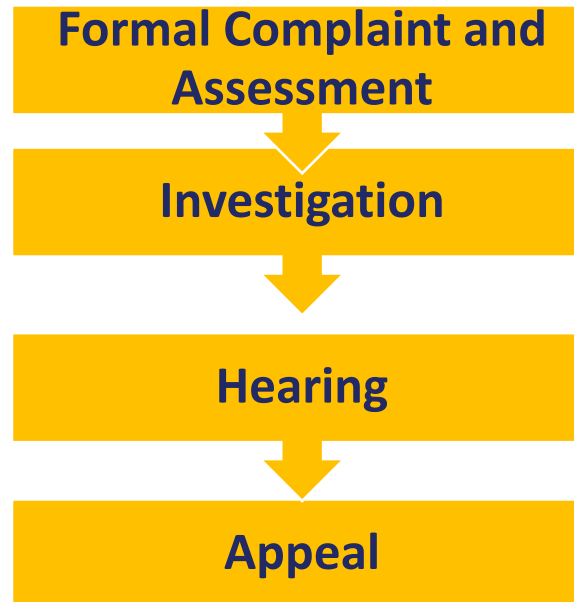
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DTIX Administrative Resolution Processes

Informal



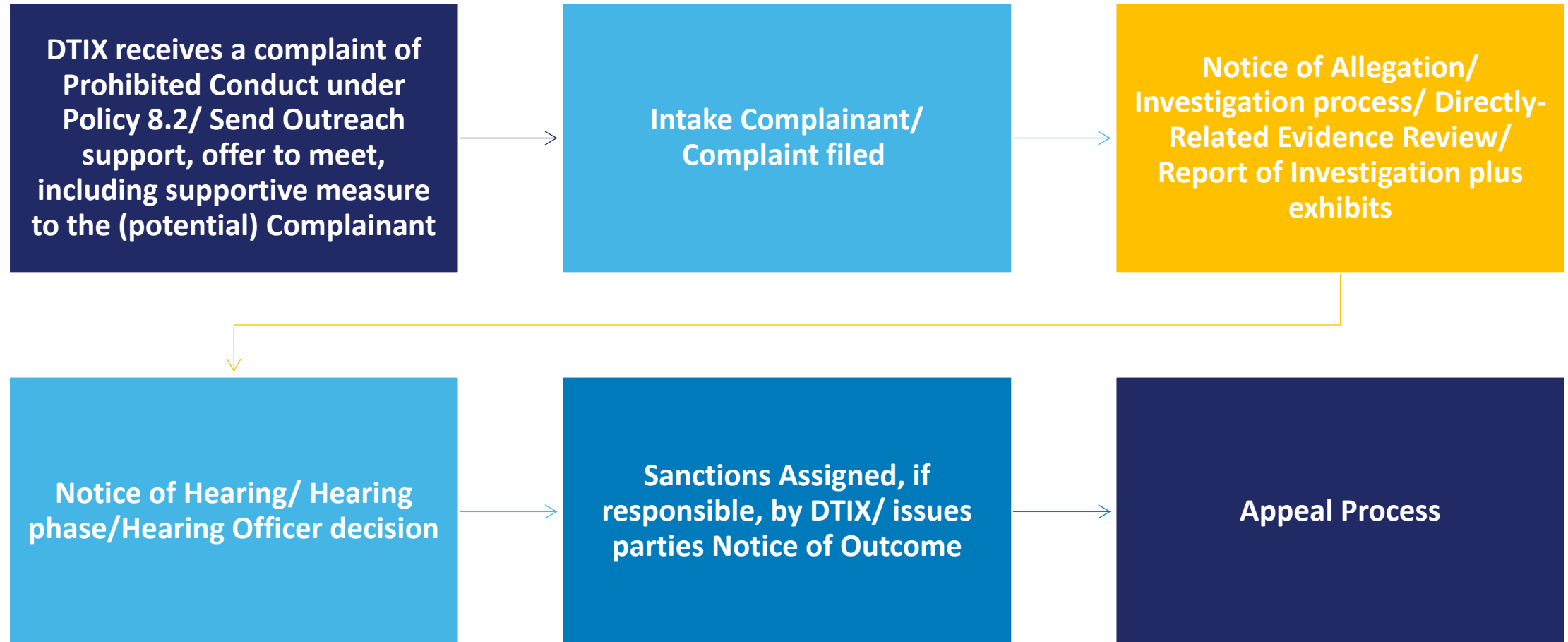
Title IX (appendix A)



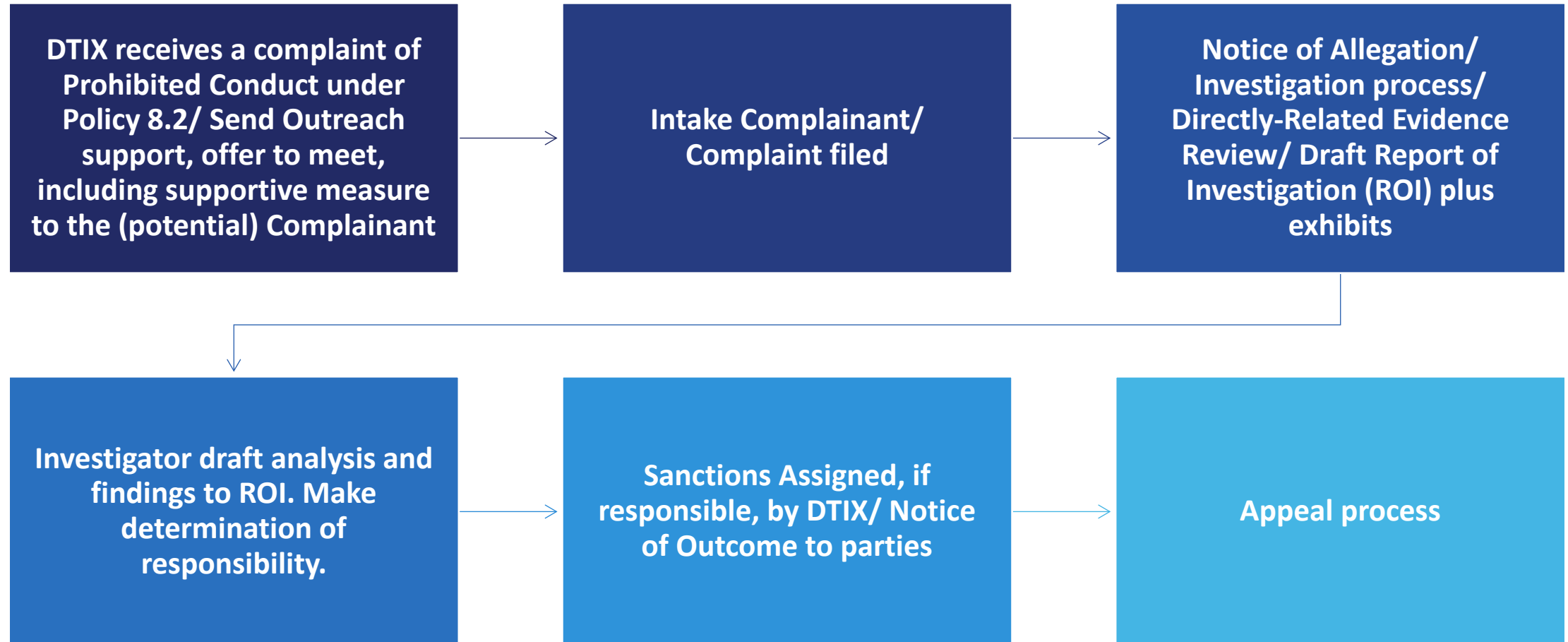
Prohibited Conduct (appendix B)



Detailed Formal Administration Resolution Process (Appendix A)



Detailed Formal Administration Resolution Process (Appendix B)



DTIX Hearing Format

- ▶ Introductions and opening instructions by the Hearing Officer;
- ▶ Brief opening statements by the Complainant and Respondent (no more than 5 minutes per party)
- ▶ Questions posed by the Hearing Officer to Complainant
- ▶ Cross-examination of Complainant
- ▶ Questions posed by the Hearing Officer to Respondent
- ▶ Cross-examination of Respondent
- ▶ Questions posed to each participating witness by the Hearing Officer
- ▶ Cross-examination of Witnesses
- ▶ Brief closing statements by the Complainant and Respondent (no more than 5 minutes per party)
- ▶ Closing instructions from the Hearing Officer before hearing adjourns



DTIX Hearing Cross-Examination

- Cross-examination of Parties and Witnesses
 - Submit cross-examination questions to Hearing Officer and off-record break
 - Hearing Officer will review questions for relevance during off-record break
 - Next steps can proceed in a few different ways:
 - Hearing Officer will allow all questions and Advisor can ask all questions
 - Hearing Officer will allow certain questions and inform Advisor in advance as to which questions will be asked. Hearing Officer will read questions that will not be asked and the reasons on the record before allowing Advisor to ask approved questions
 - Hearing Officer will ask Advisor to ask each question, all will pause, Hearing Officer will make a determination as to relevance (relevant/not relevant, duplicative, asked and answered, etc.) after the question is asked, and party or witness will be allowed to answer



Cross Examination: Tips and Tricks

- Allow the advisee to draft cross-examination questions for your review
 - Assist the advisee with pre-preparing questions for the opposing party and any witnesses.
 - Help the advisee understand the allegation(s) and the relevant policy. Help them focus their attention there rather than on the wide net of information provided in the ROI.
 - Encourage your advisee to be familiar with the ROI, including the exhibits.
- Questions should be open-ended, not closed. For example, avoid asking yes or no questions. Also consider that there is **no** opportunity to ask follow-up questions, so ask complete questions. Again, cross-examination questions are drafted by the advisee and read (or asked) at the hearing by the Advisor.
- Advisor: please remember that the DTIX Hearing process is non-adversarial. Remember to be respectful of the other party and witnesses, the Hearing Officer, and DTIX staff.

Advisor Tips & Tricks during the Hearing



Actively Listen: Support your advisee by listening during each meeting and the Hearing. Recognize that this process is challenging and may impact your advisee's ability to retain or understand information. Two heads are better than one.



Knowledge is Power: Understand each step in the process to best support your advisee.



Empower the advisee: Let them advisee do the work and focus on helping them to do so rather than doing the work for them.



The Power of a Break: Checking in with your advisee to see if they need a bio break, support check-ins. Confirm they understand what they're hearing and remind them that they can ask for clarification or help.



Preparation is KEY: Assist your advisee to best prepare for each step in the process (pre-drafting questions, for example).



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Working Together!!
Office of Respect



Director
Emily T. Palmieri, Ph.D

**Assistant Director of Sexual and Relationship Harm
Prevention**
Micaela Harris, MSW



Counselor/Advocate
Bethany Miller, MSW,
LCSW



Counselor/Advocate
Louise Turner, LPC



Clinical Administrator
Mimi Kuehn, MA, APC



OFFICE OF RESPECT

GREETINGS FROM THE OOR TEAM

The purpose of the Office of Respect is to work with key stakeholders to eradicate sexual assault, sexual harassment, stalking, and intimate partner violence to create a safer, healthier campus where all students can learn, grow, and thrive. This occurs through education, bystander intervention training, crisis intervention, advocacy, policy development, and supportive peer networks.



SERVICES

PREVENTION

- AD for Sexual and Relationship Harm Prevention
- Culture of Respect collective impact framework
- Educational workshops and Outreach

CONFIDENTIAL COUNSELING

- 2 licensed therapists (LPC, LCSW)
- Trauma specialty
- No sessions limit

24/7 CRISIS ASSISTANCE AND ADVOCACY

- Coordination with law enforcement, medical support, & safety planning
- Reviewing options forward, DTIX and criminal reporting accompaniment



UNDERSTANDING SEXUAL AND RELATIONSHIP HARM

WHAT:

Sexual Assault, Sexual Harassment, Relationship (Including Family) Violence, and/or Stalking
Awkward/ harmful sexual experiences that you may not have a label for

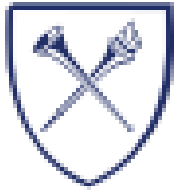
WHEN:

May include an issue that happened prior to Emory, or something that happened while here.

HOW:

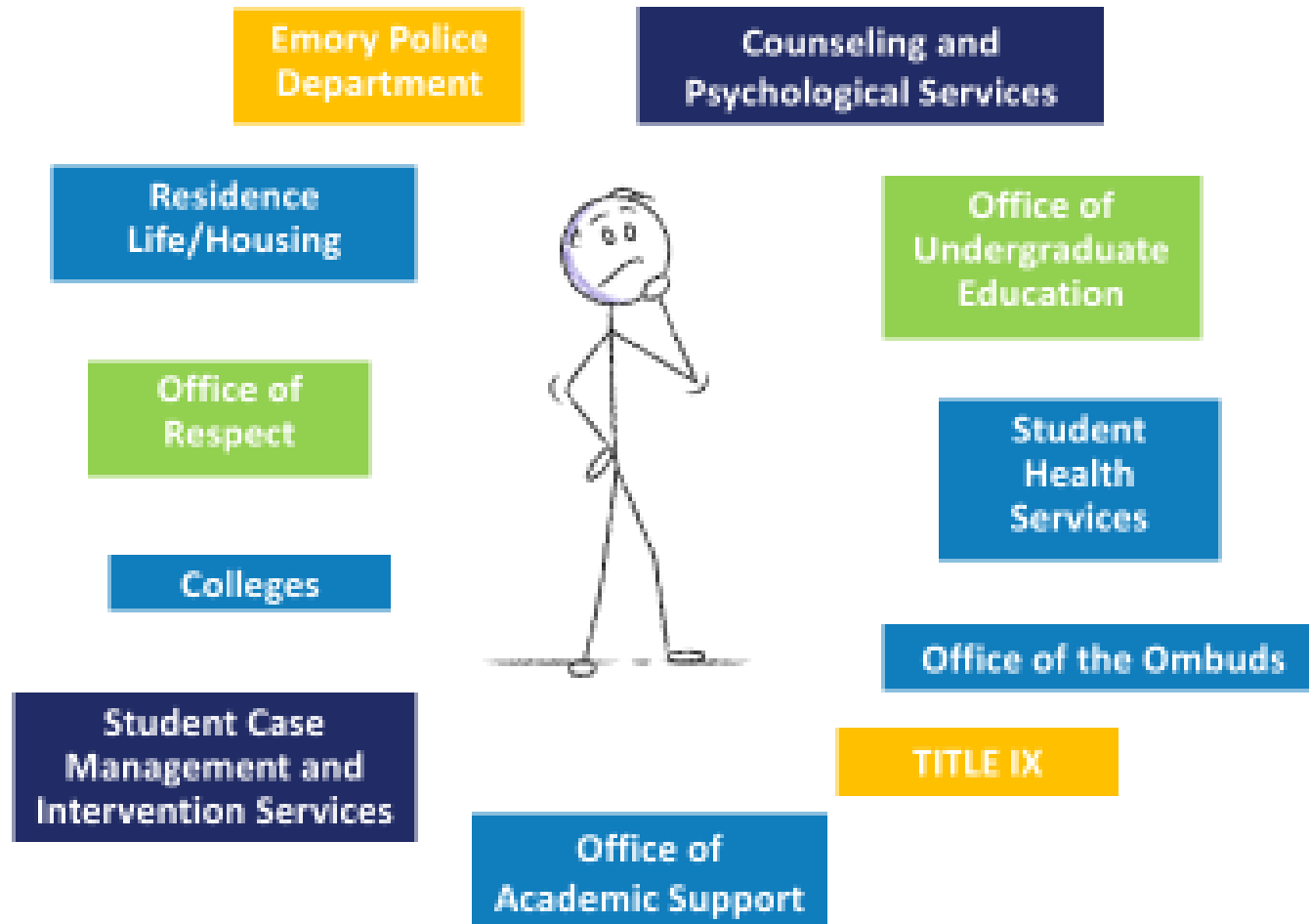
There is no "right way" for a survivor to react to an incident.

- Trained counselor/advocates will hold space to help students identify and navigate potential avenues of healing/ support/ reporting.



CONSULTATION

Lack of coordinated clarity of response and support procedures.



Depending on the situation, the order in which students seek support can vary.

Emory offers many resources with distinct roles centered around **emergency response, advocacy and support.**

By **starting with Respect**, we can provide a survivor-led journey.

Differentiating in a nutshell

- Office of Respect: CONFIDENTIAL **clinical** resource. Provides 24/7 crisis response, advocacy, counseling, and education to **students** impacted by sexual and relationship harm on Atlanta campus. OOR helps students identify appropriate reporting options if reporting is part of their healing journey.
- Department of Title IX: PRIVATE **administrative** resource. Provides avenues to accountability and safety; ensures supportive measures are offered and equitably applied; adjudicates cases of sexual and gender-based harassment; provides compliance-based education to **students, faculty and staff** for Emory enterprise. DTIX connects student claimants to Office of Respect for confidential support when a report is made. Office of Respect will accompany students through processes.

Differentiating in a nutshell

Advisor

Completes cross-examination

Relationship with student specific to Title IX process and timeline

OOR staff do not ever fill this role (COI)

Both

Support the student

Available throughout TIX process dependent on student preference/need

Support person

May be OOR staff or someone else

Focus on emotional support

Silent during hearing

When OOR staff fill the role of support person:

How can we best work together to support the student and reduce burden on them?

How can we support you in your advisor role?



HOW TO CONTACT OFFICE OF RESPECT



AMUC Suite 110:

- Survivor Lounge available Monday – Friday from 9 a.m. - 5 p.m.
- On-call support is available 24/7 during the academic year.
- Email for non-urgent needs: respect@emory.edu



404-727-1514



respect.emory.edu



[@emoryofficeofrespect](https://www.instagram.com/emoryofficeofrespect)



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Open Discussion Time and Questions



Department of Title IX

Nicole Babcock | Director & University Title IX Coordinator

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Miriam Smith | Assistant Director Title IX and Training

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Matt Hall | Investigator

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