



WESTERN MICHIGAN UNIVERSITY
Institutional Equity

Title IX and Sexual Misconduct Administrator Overview

November 8, 2022

Presenter:

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Director Title IX Compliance
(Title IX Coordinator)



Main Objectives:

You will feel adequately prepared to
report sexual and gender-based
misconduct

You will feel adequately prepared to
carry out Title IX-related functions

You will know more about...

Objectives



Rights and responsibilities under law & policy



How to listen



How you can support



How to report

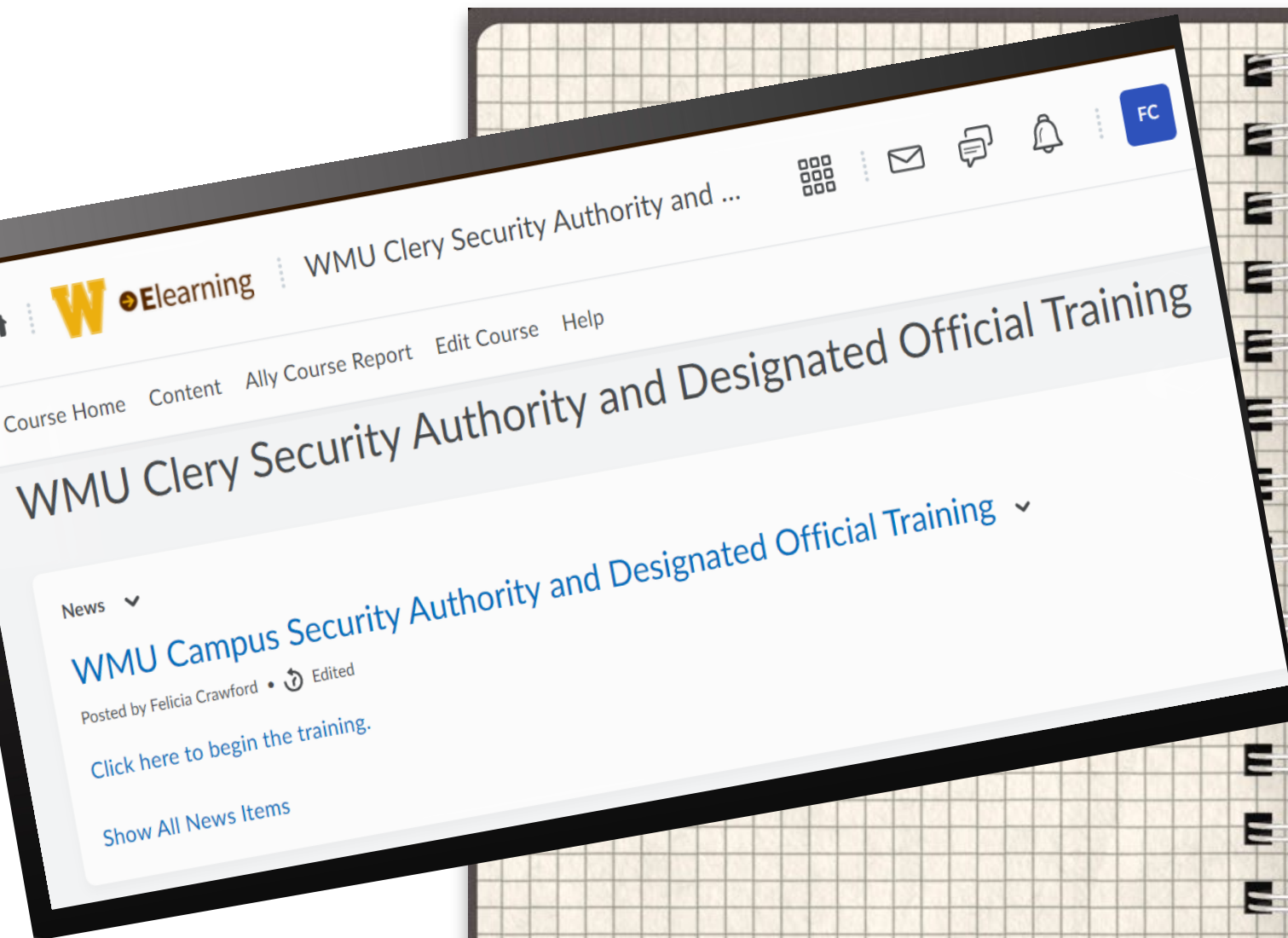


The basic grievance procedures and roles

Pre-Requisites (or Co-Requisites):

**Preventing Harassment and Discrimination
(Everfi online training, assigned through Human Resources)**

**WMU Clery Security Authority and Designated Official
Training (assigned through E-learning)**



ONLINE TRAINING FOR
FACULTY, STAFF AND
STUDENT EMPLOYEES
UPDATED IN 2020,
AVAILABLE IN GOWMU.

My Self Service

ALL LINKS

- Employee Self Service
- Payment and Account Information
- Vehicle Registration
- Google Apps
- User Information Lookup
- PeopleSoft Travel Authorization
- Prior Travel Authorization System - Historical data only
- Customize my VoIP Phone
- My Bronco NetID account
- EverFi HR Online Awareness and Prevention Training Courses
- Online Computer Training
- iWebfolio Login
- VersatilePh.D. subscription service login



Title IX and Sexual Misconduct

U.S. Department of Education, Title IX of the Education
Amendments Act, 1972:

"No person in the United States shall, on the basis of sex [or gender], be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."



Upon University Notice of Harassment or Violence

**We must respond
promptly, effectively, and equitably to:**

- Assess and investigate
- Stop the behavior
- Remedy the effects
- Prevent the recurrence



Title IX and Sexual Misconduct

Under Title IX and WMU Policy, you have the right to an education and employment free from sexual and gender-based discrimination, harassment and violence. This includes discrimination based on pregnancy and parenting.

In 2015, WMU implemented a policy prohibiting sexual and gender-based harassment and violence, intimate partner violence and stalking. The policy applies to faculty, staff students, vendors and visitors and covers prohibited behavior on and off campus. The Policy and procedures have been updated to reflect regulatory changes effective August 14, 2020.



Prohibited Behaviors

- Sexual harassment
- Gender-based harassment
- Non-consensual sexual intercourse
- Non-consensual sexual contact
- Sexual exploitation
- Harm to others
- Stalking
- Intimate partner violence
- Retaliation

Complete definitions at the end of the presentation for reference
and in the WMU policy at wmich.edu/sexualmisconduct



Sexual Misconduct



WMU EMPLOYEE RESPONSE GUIDE



Listen

Believe what is being told to you. There is no need to ask investigative questions, provide counseling or make judgements about what happened. This person sought you out as a trusted source to listen. Everyone responds differently to trauma. The person may not react the way you would.

If you are a Designated Official*, convey that you have an obligation to share information about sexual misconduct with Institutional Equity and will safeguard their privacy. The goal of sharing the information is to provide safety options and assistance with a resolution.

*Designated Official: an official with authority to institute corrective measures at the University and designated to promptly report disclosures or observations of sexual misconduct to the Title IX Coordinator. This includes members of the Board of Trustees, the President, members of the President's Cabinet, Deans, Supervisors, Academic Advisors, Residence Life staff with on-call responsibilities, and administrators and staff in Intercollegiate Athletics, Human Resources, Office of Student Conduct, Public Safety and Institutional Equity.



Support

If there is concern for any person's safety, contact WMU Public Safety at (269) 387-5555. Ask how you can help. Encourage the person to seek help through appropriate resources, which may include:

- Confidential healthcare, including a medical-forensic exam, medications to prevent sexually transmitted infections and pregnancy are available at no cost through the YWCA Sexual Assault Program at (269) 385-3587 or Bronson Battle Creek Sexual Assault Services of Calhoun County (888) 383-2192. Both have a 24-hour crisis line and recommend seeking an exam and treatment within 120 hours after an assault.
- Confidential counseling and assistance through places such as Sindecuse Health Center at (269) 387-3287, HelpNet Employee Assistance Program at (269) 372-4500 or (800) 523-0591. Confidential health care through Sindecuse Health Center or through local hospitals.
- Assistance with safety measures (no contact order, change in housing/work arrangements, etc.) through Institutional Equity at (269) 387-6316.
- Confidential student peer support at FIRE Place Resource and Support Center in the Office of Health Promotion at (269) 387-2990.



Report

Share all known details of the incident (date, time, location), the names of the parties involved, and a brief description of the incident with Institutional Equity (1220 Trimpe), by telephone at (269) 387-6316, or through an online report form at wmich.edu/sexualmisconduct.

Individuals reporting an incident will receive confirmation that the office received their report. To protect privacy, confidentiality and due process, Institutional Equity will only update involved parties about the investigation.

If criminal behavior is involved, ask if the person would like you to call the police. If so, contact WMU Public Safety at (269) 387-5555, or the police agency where the incident occurred.

The Policy has certain provisions for amnesty regarding alcohol and drug use. Parents of WMU Students are not notified of sexual misconduct reports brought to Institutional Equity.

What happens after the report?

Institutional Equity will contact the person through email and ask to meet. If the person doesn't want to meet, the case will be evaluated to determine if action is needed by the University, and if not, it will be closed.

If the person decides to meet, they may bring a support person and/or an advisor. The Title IX Coordinator will review safety measures and available resources and discuss which option is best for the situation, such as an informal resolution or a formal resolution with an investigation.

During an investigation, Institutional Equity will collect and review evidence and conduct individual meetings with each person associated with the incident. If a student is found responsible for violating the Policy, sanctions may be administered through Student Conduct. If a faculty or staff member is found responsible for violating the Policy, disciplinary action may be administered through Human Resources or the Office of the Provost. If a crime is involved, Institutional Equity will recommend filing a police report and will discuss options for pursuing a separate criminal case.



Disclosure from a Student or Colleague

Listen - Support - Report

- Let the person know that you will respect their privacy and may need to share information with someone that can help them. Avoid using the term “reporting”, it may infer that they did something wrong.
- Consider that they may have been through a traumatic experience; be sensitive and non-judgemental. People respond differently to trauma. They may not be acting the way you think they should, such as smiling instead of crying. Believe what they are telling you.
- They may not be ready or able to talk about the details; their thoughts may be scattered. Just listen. Resist the desire to gather all of the facts and information, to investigate, to intervene or to question decisions the person made “Why would you...”



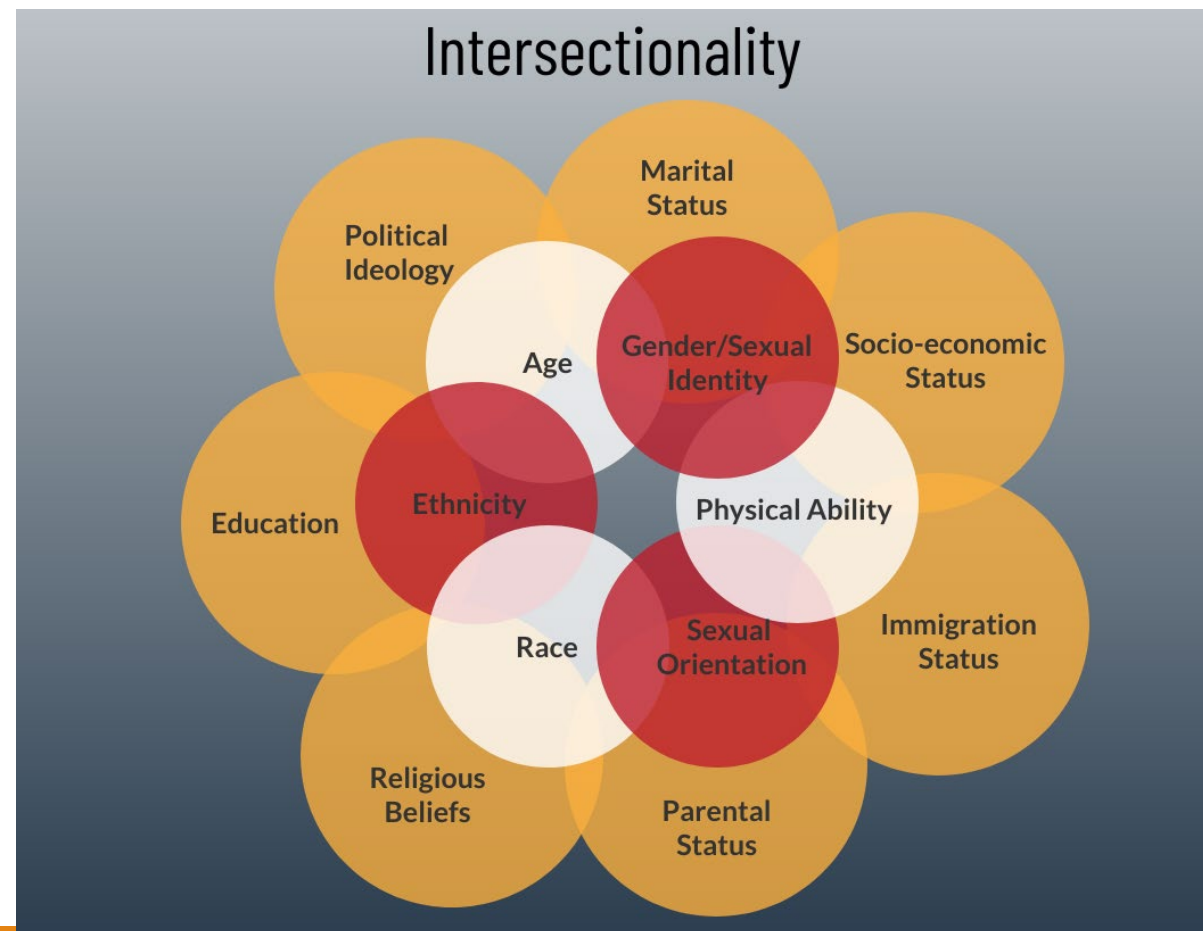
Disclosure from a Student or Colleague

Listen - Support - Report

They choose their next step; we shouldn't force anyone to talk to the police, parents, counselors or IE.

Remember, they **chose** to tell someone and we want to respect that decision.

A persons' decision is impacted by their own identities and cultural perspectives and their choice may be different than what you want.





Disclosure from a Student or Colleague

Listen - Support - Report

If at any point
there is a concern
for **safety**,
call WMU Public
Safety
at
911

Depending on the situation, resources may include:

Confidential Resources (not required to report)

- Counseling Services, Sindecuse Health Center (269) 387-3287. No charge for students.
- YWCA Sexual Assault Program (269) 385-3587 (24-hr. crisis line, treatment and trained Sexual Assault Nurse Examiner for medical services and forensic evidence collection). YWCA Campus Advocate, Mya White (269) 345-5595 ext.390. Services available for all genders. No charge.
- FIRE Place Resource and Support Center in Sindecuse, (269) 387-2990



Disclosure from a Student or Colleague

Listen - Support - Report

Contact Institutional Equity:

- Call (269) 387-6316 or
- Complete an online report form at wmich.edu/sexualmisconduct



Disclosure from a Student or Colleague

Listen - Support - Report

University Sexual Misconduct Policy

HOME

ABOUT

PREVENTION, EDUCATION AND TRAINING

PRIVACY AND CONFIDENTIALITY

SEXUAL MISCONDUCT DATA

REPORT AN INCIDENT

RESOURCES

SCOPE

CONTACT

University Sexual Misconduct Policy

Western Michigan University
Kalamazoo MI 49008-5405 USA
(269) 387-6316

Due to COVID-19 and this period of physical distancing, Institutional Equity is available for meetings by virtual appointment only, Monday - Friday, 8 am - 5 pm.

We are committed to the safety and wellness of the members of our community. If you need emergency assistance, please contact your local police or hospital.

REPORT AN INCIDENT USING THE ONLINE FORM


INCIDENT REPORTING FORM


SEXUAL MISCONDUCT POLICY AND GRIEVANCE PROCEDURES

Western Michigan University encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus. With the Sexual and Gender-Based Misconduct Policy, we affirm the commitment of the university and our community to the values of transparency and timely communication, and accountable and responsible behavior within an ethical, compassionate, diverse and respectful environment.

If you are in danger or in need of immediate assistance, call 911.

Read the [full policy](#) in its entirety.

 [Grievance Procedures](#): Process for filing a complaint and connecting with resources for support.


Sexual Misconduct and Safety -  [Campus Resource Guide](#).



Disclosure from a Student or Colleague

Listen - Support - Report

Include all available
information; the
date, time,
location, nature of
the incident,
individuals involved

**WESTERN
MICHIGAN
UNIVERSITY**

Institutional Equity Incident Reporting Form

Reporter Information

Please provide your contact information so that we may follow up with you, as needed. If you choose not to include your name on this report, it may greatly limit how we can process your concern. Although we cannot assure complete confidentiality, we can assure you that we will keep your name closely guarded and share only on a "need to know" basis.

You are currently authenticated as Felicia Taylor Crawford. [Not you?](#)

Your full name for follow-up:

[Learn more](#)

Your position/title:

Your phone number:

[Learn more](#)

Your email address:

[Learn more](#)

Your physical address:

[Learn more](#)

Nature of this report (Required):

Location of incident (Required):

Involved Parties



Disclosure from a Student or Colleague

Listen - Support - Report

Contact Institutional Equity:

- Call (269) 387-6316 or
- Complete an online report form at wmich.edu/sexualmisconduct
- If Clery reportable, the Title IX Coordinator will send in a Clery Security Authority Form to Public Safety, include your name and copy you (to eliminate redundant reporting)

Take care of yourself, too!

What do you need to do to process what happened?



Why Report? Supportive Measures

Under Title IX, anyone subjected to, or accused of, sexual misconduct is entitled to supportive measures, which may include:

- referral to counseling, medical, and/or other healthcare services;
- safety planning;
- transportation and escort on campus;
- changing class schedule, including the ability to take an “incomplete,” drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty);
- changing residence building, work schedule or job assignment;
- referral for academic accommodations and support services, such as tutoring;
- instituting a no contact order;
- or any other remedy that can be tailored to the individuals involved in order to achieve the goals of the Policy

The acceptance or rejection of supportive measures must be documented by the Title IX Coordinator and kept in the case file.



Hypothetical Case Scenarios

What are the main concerns?

What are your next steps?



Hypothetical Case Scenarios

- 1) A faculty member walks a student to their car after class, then gets in the passenger side without being asked. They insist the student drive them home. Once there, the faculty member pressures the student to come into the house. The student declined and is now uncomfortable going to class.
- 2) A student believes they were drugged at an off-campus party. They woke up the next day in a bedroom alone partially clothed. They vaguely recall being forced to lie down and they have rope burns on their hands. They want supportive measures but do not want to participate in an investigation.
- 3) An employee has received several threatening messages from an ex-partner. Most were about hurting the employee financially or emotionally. Human Resources received an anonymous tip that the employee is on drugs. The message sent today says they will come to the employee's job and "make them understand".



Hypothetical Case Scenarios

4) Jenna was just studying in the library last night when her boyfriend John appeared at her table. John demanded that Jenna tell him why she hasn't responded to his calls and text messages. Jenna didn't say anything. John accused Jenna of cheating and demanded to see her phone. Jenna said 'no' and John grabbed the phone out of Jenna's hand. Jenna reached to get her phone back and John pushed Jenna, hard. Jenna fell backward in her chair and hit her head. John scrolled through the phone, threw it on the ground, then left quickly.

5) Chris broke up with his girlfriend Alex last week, because she was too clingy and had a bad temper. Alex continued to call and text Chris. She posted embarrassing pictures of Chris on Snapchat. Chris then blocked Alex from his phone and all social media accounts, which prompted Alex to show up to Chris' class uninvited to confront him. Alex left when the instructor threatened to call public safety.



Grievance Procedures

<https://wmich.edu/sexualmisconduct>





Report

vs.

Formal Complaint

- Can be submitted [online](#) by anyone and may be completed anonymously
- The parties involved may be unaware that a report was submitted
- Requires careful review and assessment to determine next steps
- For transparency, all reports are de-identified and the aggregate data are shared here:

<https://wmich.edu/sexualmisconduct/data>

- Can be submitted by the Complainant or their parent/guardian
- In cases where the Complainant is unwilling or unable to proceed with a resolution, the Title IX Coordinator may file a Formal Complaint
- Requires a prescribed Title IX response in alignment with the Grievance Procedures

Grievance Procedure Major Steps

- 1 Incident reported to a Designated Official or is otherwise reported to Institutional Equity (self-reports are rare).
- 2 A signed formal complaint initiates the grievance process. Complainant may request an informal or formal resolution (investigation and hearing).
- 3 For an informal resolution, Title IX Coordinator meets with parties separately until a signed agreement is reached.
- 4 Investigation: parties are interviewed, evidence report is created and made available for review by all parties for 10 days, investigative report is created and made available for review by all parties for 10 days then given to the hearing officer.
- 5 Hearing: The hearing officer and advisor for each party is given time to ask questions of complainant, respondent and witnesses. The hearing officer makes a decision on responsibility using the preponderance of the evidence standard. The Disciplinary Authority makes a decision on disciplinary action.

Grievance Procedure Additional Details

- 1 Title IX Coordinator responds, IE conducts an assessment using the Coordinated Response Team as needed. Report evaluated for dismissal under Title IX. The dismissal may be appealed. Emergency removal requests must be evaluated by an individualized safety and risk analysis. Respondent can appeal the removal decision to the Appeal Committee. Supportive measures* provided, as needed.
- 5 The University must provide an Advisor to each party. The finding may be appealed by either party to the Appeal Committee. The sanction may be appealed through the Vice President for Student Affairs (students) or the relevant Human Resources/Collective Bargaining process (employees).



*Supportive Measures

May include:

- referral to counseling, medical, and/or other healthcare services;
- safety planning;
- transportation and escort on campus;
- changing class schedule, including the ability to take an “incomplete,” drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty);
- changing residence building, work schedule or job assignment;
- referral for academic accommodations and support services, such as tutoring;
- instituting a no contact order;
- or any other remedy that can be tailored to the individuals involved in order to achieve the goals of the Policy

The acceptance or rejection of supportive measures must be documented by the Title IX Coordinator and kept in the case file.



Roles in the Grievance Procedures



1. **Designated Official:** an official designated by Policy to promptly report disclosures or observations of sexual misconduct to the Title IX Coordinator; members of the Board of Trustees, the President, members of the President's Cabinet, Deans, Supervisors, Academic Advisors, Residence Life staff with on-call responsibilities, and administrators and staff in Intercollegiate Athletics, Human Resources, Office of Student Conduct (OSC), Public Safety and Institutional Equity (IE).
2. **Title IX Coordinator:** oversee grievance procedures, conduct intake meetings, coordinates informal resolutions and supportive measures, communicates to all parties, coordinates training.
3. **Investigator:** Assess cases for investigation, conduct investigations, prepare reports, answer questions during a hearing
4. **Coordinated Response Team:** As needed, the team will evaluate 1) non-routine requests for protective measures, 2) when to refer a person for an individualized safety and risk analysis 3) when to proceed without complainant participation 4) when to notify law enforcement for a timely warning assessment and 5) other unique case circumstances. Representative from any of the following areas; Public Safety, Student Affairs, Academic Affairs, HR and IE. Subject matter experts may be consulted as needed.

5. **Appeal Committee:** Members may hear appeals for Title IX dismissals, emergency removals, finding (case decision), and sanction/disciplinary action
6. **Advisor:** In cases that proceed to a hearing, the advisor is responsible for asking questions on behalf of the Party. An advisor is required; if a Party does not have an advisor, the University will provide one at no charge. A party may choose to use their own lawyer as an advisor.
7. **Hearing Officer/Decision Maker:** An external consultant or lawyer that conducts the hearing and issues a decision on the finding.
8. **Hearing Facilitator:** Person who facilitates the technical aspects of the hearing; admitting parties and witnesses into virtual rooms at appropriate times.
9. **Disciplinary Authority:** Makes a decision on level of discipline based on hearing outcome, investigative report and past conduct record. Director of Student Conduct for students, Human Resources or Administration for employees.

Individuals serving in certain roles on a case may not serve in an additional role on that case.



What's on the horizon for 2023?





2022 Proposed Title IX Regulations

(Felicia's list of the top 9 things to note)

- 1) Returning to a model where teachers and advisors are mandated reports to Title IX. University leaders would remain mandated reporters. All other employees would need to provide the person with the contact information for the Title IX Coordinator.
- 2) Employee training on how to report will be required. Specifically, making sure that students are informed that the option to request resources and file a grievance are separate and distinct.
- 3) Voluntary or involuntary changes can be made for either party as a supportive measure. Currently, all changes must be voluntary (i.e. change in class or residence hall).
- 4) The same grievance process used for sexual harassment (misconduct) must be used for all sex discrimination cases.



2022 Proposed Title IX Regulations

(Felicia's list of the top 9 things to note)

- 5) Hearings will not be required under Title IX nationally, but universities in the 6th circuit will still need to offer a hearing in certain situations.
- 6) If a hearing occurs, advisors will not be required.
- 7) Space for lactation must be provided for employees and students, break time for lactation must be provided for employees.
- 8) If a student discloses their pregnancy to an employee, the employee must provide the person with contact information for the Title IX Coordinator. When a student or student representative notifies the Title IX Coordinator, they must provide information on options for accommodations, leaves and lactation.
- 9) The definition of "Parental Status" was updated to include adoptive parent, foster parent, stepparent and legal custodian/guardian.



Take Aways

- 1) Encourage people in your area to complete the online training (through Elearning and GoWMU, p.5).
- 2) Consider how the new regulations will impact functions in your area.
- 3) Refer anyone interested in serving as an advisor or appeals team member to Felicia Crawford.
- 4) When in doubt, consult!





WESTERN MICHIGAN UNIVERSITY
Institutional Equity

Questions?

Contact
information

Felicia Crawford

Director Title IX Compliance (Title IX Coordinator)
felicia.crawford@wmich.edu, 387-6316, 1220 Trimpe



Reference Material

Prohibited
Behavior
Definitions



<https://www.istockphoto.com/photo/caution-road-sign-3d-rendering-gm1142215599-306326558>



Sexual Harassment

Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a University program or activity (e.g., quid pro quo);
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual (e.g., quid pro quo); or



Sexual Harassment

...when:

such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; i.e. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

NOTE: A single isolated incident of Sexual Harassment may jeopardize equal access to a program or activity if it is sufficiently severe.



Gender-Based Harassment

Acts of verbal, nonverbal, or physical aggression or contact, intimidation, threats, abuse or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature; sexual harassment based on gender, gender identity, gender expression or sexual orientation.



Non-Consensual Sexual Intercourse

Having or attempting to have sexual intercourse with another individual

- by force or threat of force;
- without consent; or
- when that individual is incapacitated

Sexual assault

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact



Non-Consensual Sexual Contact

Sexual contact with another individual

- by force or threat of force
- without consent; or
- when that individual is incapacitated

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.



Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.



Sexual Exploitation-Examples

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and Consent of all parties involved;
- non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, distributing such without the knowledge and Consent of all parties involved;
- exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge.
- sex-based bullying; or
- inducing Incapacitation for the purpose of making another person vulnerable to non-consensual activity.



Harm to Others

Behaviors that threaten or endanger the health or safety of any person, which include physical abuse, verbal abuse, threats, intimidation and/or harassment. Non-sexual or non-gender-based Harm to Others will be treated as a violation of the WMU Student Code and will be referred accordingly.



Stalking

A course of physical or verbal conduct directed at another individual on the basis of sex or gender identity, in a manner that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of ***at least two acts***. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual.

Stalking may include cyber stalking, in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.



Intimate Partner Violence

Often referred to as dating violence, domestic violence, or relationship violence; one act or ongoing behavior that includes but is not limited to:

any actual or threatened act of physical, sexual, emotional violence or economic abuse against an intimate partner (person who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with the initiating individual)



Intimate Partner Violence

- threats, assault, property damage, violence or threat of violence to oneself, an intimate partner, or to the family members or friends of that partner; or
- Sexual Harassment, Non-Consensual Sexual Intercourse, Sexual Exploitation, Harm to Others, Stalking or Retaliation of an intimate partner.



Retaliation

Acts, words, or attempts to take adverse action against the Complainant, Respondent, or any individual or group of individuals because of their good faith Complaint or participation in an investigation and/or resolution of a Complaint. Retaliation may be committed by any individual or group of individuals.

Retaliation may take many forms, including threats, intimidation, pressuring, continued abuse, violence, other forms of harm to others.



Retaliation

Retaliation may also occur by moving someone to a less desirable workspace, altering work hours, removing or limiting privileges. All forms of Retaliation are prohibited under this Policy as well as under state and federal law.