



**COLLIN
COLLEGE**

Live Hearing Officer

Hearing Officers

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Bias and Value Neutrality

- **Unconscious bias** is a quick and often inaccurate judgment based on limited facts and our own life experiences. These judgments can give individuals and groups both unearned advantage and unearned disadvantage in the workplace. People can be biased about just about anything—not just things like gender, skin color, or age, but also things like communication style or what someone does in their free time. Unconscious bias is not intentional—it's part of the lens through which we see the world. In our everyday lives, when people don't fit our internalized expectations, we can sometimes have difficulty seeing their talents, motivations, and potential clearly which can mean we interact with them less effectively. When we understand how biases influence our behavior, we can take action to create an inclusive culture.
- **Value Neutrality:** refers to the duty and responsibility of [a person] overcome [their] personal biases while conducting any research. It aims to separate fact and emotion and stigmatize people less. It is not only important in sociology but outlines the basic ethics of many disciplines.

Unconscious Bias <https://www.mslearning.microsoft.com/course/72169/launch>

Value Neutrality: <https://www.sociologygroup.com/value-neutrality-meaning-examples/>

Bias

- For purposes of the Title IX grievance process, the Title IX Coordinator and designated investigators, hearing officers, decision-makers, or any informal resolution facilitators must be free from the following:
 - Conflicts of interest or bias “for or against” complainants; and
 - Conflicts of interest or bias “for or against” respondents; or
 - Conflicts of interest or bias “for or against” an individual complainant; or
 - Conflicts of interest or bias “for or against” an individual respondent.

Relevance

- Evidence must have probative value, which is the effect of tending to prove or actually providing a disputed issue.
 - All that is required is that it have some tendency to increase the likelihood of the fact for which it is offered.
 - Generally, evidence with probative value contributes towards proof.
- For example, in a murder case:
 - Evidence of a prior dispute between the defendant and a next-door neighbor (unrelated to the murder) has no probative value.
 - Evidence of a prior dispute between the defendant and the victim, has a higher probative value related to the motive for the murder.

Samples of Relevance

- **Example:** Dolly Madison is charged with stealing costume makeup from a drugstore the night before Halloween. The prosecution wants to offer evidence that Dolly's mom had refused to buy her a Halloween costume. The evidence is relevant to prove that Dolly had a motive for stealing the makeup.
- **Example:** Same case. The prosecution also wants to call the drugstore manager to testify that the makeup department suffers more thefts than any other department of the drugstore. This testimony would be irrelevant because it does not relate specifically to Dolly.
- **Example:** Lance Sellot is charged with drunk driving. The prosecution wants to offer evidence that Lance is a member of a violent street gang. The evidence is irrelevant because the crime charged has nothing to do with gang activities. The evidence would only serve to stir up bias against Lance.
- **Example:** Clare Voyant is charged with car theft. She was arrested in her home, and the prosecution wants to offer evidence that the arresting officer found marijuana and an unregistered handgun there. Unless the prosecution can establish that the gun and drugs were somehow involved in the theft, there's nothing to connect them with the crime. Again, the evidence would do almost nothing other than predispose the judge or jury against the defendant.

Excluding Evidence

- Under Federal Rule of Evidence 403, a court may exclude relevant evidence if its probative value is substantially outweighed by a danger of one or more of the following:
 - Unfair prejudice
 - Confusing the issues
 - Misleading the jury (or decision-maker)
 - Undue delay
 - Wasting time
 - Needlessly presenting cumulative evidence

Excluding Evidence—General Examples

- Unfair prejudice
 - Evidence used to injection excessive emotion, hostility, or irrational effects (i.e. the citizenship, race, religion, pregnancy of an individual when such is not relevant)
- Confusing the issues
 - Evidence about developments in related legal proceedings
- Misleading the jury (or decision-maker)
 - Evidence about the failure to prosecute or discipline other parties
- Undue delay
- Wasting time
- “Needlessly” presenting cumulative evidence
 - Calling more than one witness to establish a fact already established
 - Playing a tape recording of a conversation when the matter has been established by testimony or other evidence

Rape Shield Law

- For the live hearing, the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:
 - Offered to prove someone else committed the alleged conduct; or
 - Involve specific incidents of prior sexual behavior between the two parties, and are offered to prove consent.
- Under Federal Rule of Evidence 412, VAWA, and the laws of many states, a defendant in a rape case cannot introduce evidence of the victim's sexual history in an attempt to disprove the prosecution's case, subject to some statutory exceptions.
- Some general examples include:
 - Evidence of a victim's prior sexual history
 - Evidence of a victim's sexual behaviors or sexual predisposition
 - Evidence of a victim's alleged chastity or promiscuity
 - Evidence of prior accusations by the victim

Burden of Proof

- For purposes of investigations under the college's Title IX resolution process, the burden of gathering evidence and the burden of proof will fall on Collin College and the investigator, not on each of the parties.

Hearing Officer--General

- The hearing officer will serve as the first (1st) decision-maker in the formal *Title IX* complaint process.
- Collin College will maintain a pool appointed hearing officers. The hearing officers will not be the Title IX coordinators, deputy Title IX coordinators, investigators, or hearing officer who made a determination in the complaint dismissal appeal, if applicable.
- The appropriate Title IX coordinator or designee will assign an individual(s) from the pool of hearing officers to conduct the live hearing.

Hearing Officer--General

- All hearing officers will receive appropriate training on at least an annual basis to function in this role.
- The hearing officer will be free from conflicts of interest or bias for or against the parties.
- The hearing officer will conduct a prompt, fair, impartial, unbiased, and equitable process from the live hearing to the submission of the *Written Determination of Responsibility*.

Hearing Officer—Pre-Hearing

- The Hearing Office can choose to meet with each party and their advisor separately to review cross examination questions prior to the live hearing. During this meeting, the Hearing Office can determine relevance and respond with justification if a question is denied.
- These meetings will need to be done in such a timely manner that each party has an opportunity to evaluate and create new questions, if necessary.

Live Hearing Procedures

- Information regarding the live hearing, including, but not limited to, time, location, procedures and time limits for participants will be disseminated to all parties prior to the scheduled hearing.
- Live hearings will be conducted in designated rooms at the Collin Higher Education Center (CHEC), McKinney Campus (Central Park), or Plano Campus (Spring Creek).

Live Hearing Procedures

- The hearing officer will provide the parties with separate rooms and the use of appropriate technology so the hearing officer, the parties, and their respective advisors can simultaneously see and hear all questions.
- The hearing officer must make an audio recording, video recording, or transcript of the live hearing. The hearing officer will make the audio recording, video recording, or transcript available to the parties for inspection and review after the conclusion of the live hearing.

Live Hearing Procedures

- The hearing officer will permit each party's advisor to ask the other party and all witnesses any relevant questions and follow-up questions, including those bearing on credibility. Cross-examination will be conducted directly, orally, and in real time by the parties' respective advisors and never by the parties personally.

Live Hearing Procedures

- Advisors' roles will not be limited when cross-examination is permitted during the live hearing. However, the hearing officer has the responsibility to determine the relevancy of questions and explain in real time any decision not to permit a question.
- Questions and evidence concerning a complainant's sexual predisposition or prior sexual behavior are irrelevant and not permitted, unless these questions are offered to prove that someone other than the respondent committed the alleged misconduct or to prove consent.

Live Hearing Procedures

- If a party or witness refuses to submit to cross-examination, the hearing officer is required to ignore that individual's statement and reach a decision based on the remaining body of relevant evidence. However, the hearing officer is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.

Live Hearing Procedure Outline #1

Hearing Officer's Opening Remarks (No More Than 10 Minutes)

1. Inform all parties the live hearing will be audio/video recorded and **turn on** the digital audio/video recording device. State the following:
This live hearing is being **AUDIO/VIDEO RECORDED**. I will make the recording available to the parties and your respective advisors for inspection and review after the conclusion of the live hearing. Any other audio, electronic, digital media, recording, telecommunication, video, and/or wearable devices not previously approved by me must be completely turned off (not in silent or vibrate mode) during the live hearing.
2. Introduce yourself and state the following:
Today is **DAY OF THE WEEK, MONTH DATE, YEAR**, and the time is **TIME AM/PM**. This live hearing is being held in **ROOM NUMBER** at the **COLLIN HIGHER EDUCATION CENTER (CHEC)/MCKINNEY CAMPUS (CENTRAL PARK)/PLANO CAMPUS (SPRING CREEK)**. The purpose of this live hearing is to hear from the complainant, respondent, their respective advisors, and witnesses regarding the formal *Title IX* complaint of **TITLE OF PROHIBITED CONDUCT** submitted on **DAY OF THE WEEK, MONTH DATE, YEAR**, by **COMPLAINANT'S NAME**.
3. Greet the complainant, respondent, and their respective advisors, and allow them to briefly introduce themselves.

Live Hearing Procedure Outline #2

Hearing Officer's Opening Remarks (No More Than 10 Minutes) CON'T

4. Remind the parties of their rights. Read the following verbatim.

In accordance with federal *Title IX* regulations, you have the following rights:

- The right to a prompt, fair, impartial, unbiased, and equitable process from the beginning of the live hearing to the submission of the hearing officer's *Written Determination of Responsibility*.
- The right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegation(s).
- The right to be assisted by an advisor of your choosing, who may be, but is not required to be, an attorney, during the formal complaint process. Please note that Collin College is only required to provide an advisor during the live hearing phase of the formal complaint process. If a party is unable to obtain an advisor for the live hearing, Collin College will provide one (1) free of charge for the purpose of conducting cross-examination for the party. The appropriate Title IX coordinator or designee will assign an appropriate advisor to the party for the live hearing.
- The right to be informed in writing of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time to prepare to participate.
- The right to be informed that the respondent is presumed not responsible until the conclusion of the formal complaint process when a determination is made.

Live Hearing Procedure Outline #3

Hearing Officer's Opening Remarks (No More Than 10 Minutes) CON'T

4. Remind the parties of their rights. Read the following verbatim.

In accordance with federal *Title IX* regulations, you have the following rights:

- The right to voluntarily participate in an informal resolution process. Both parties must provide their voluntary consent in writing to participate in an informal resolution process. Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student. Collin College will not require the parties to waive their rights to a formal process and agree to informal resolution as a condition of enrollment or employment.
- The right to request separate rooms and the use of appropriate technology so the hearing officer, the parties, and their respective advisors can simultaneously see and hear all questions.
- The right to refuse to submit to cross-examination. However, if a party or witness refuses to submit to cross-examination, the hearing officer is required to ignore that individual's statement and reach a decision based on the remaining body of relevant evidence. However, the hearing officer is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.
- The right to inspect and review the audio recording, video recording, or transcript of the live hearing that will be made available to the parties and their respective advisors after the conclusion of the live hearing.

Live Hearing Procedure Outline #4

Hearing Officer's Opening Remarks (No More Than 10 Minutes) CON'T

5. Read the description of the allegation(s).
6. State the following:

As the hearing officer, I will serve as the first (1st) decision-maker in the formal *Title IX* complaint process. After the live hearing, I will deliberate on the evidence provided and determine responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred). If appropriate, I will impose a proportionate penalty or penalties on the respondent and implement potential remedies for the complainant. Additionally, I will compose a *Written Determination of Responsibility* detailing my decision. I will send this document simultaneously to both parties and your respective advisors in electronic format or hard copy along with information about how to file an appeal within 10 College District business days of the live hearing.
7. Read the range of penalties that may be imposed on the respondent and the range of potential remedies that may be provided to the complainant.

Live Hearing Procedure Outline #5

Complainant's Statement (No More Than 20 Minutes)

1. The complainant presents their statement and evidence.

Respondent's Statement (No More Than 20 Minutes)

1. The respondent presents their statement and evidence.

Complainant's Rebuttal (No More Than 10 Minutes)

1. The complainant presents their rebuttal statement and evidence.

Respondent's Rebuttal (No More Than 10 Minutes)

1. The respondent presents their rebuttal statement and evidence.

Hearing Officer Questions the Complainant and Respondent

1. The hearing officer asks the complainant and respondent any relevant questions and follow-up questions, including those bearing on credibility.

Live Hearing Procedure Outline #6

Cross-Examination and Witnesses (No More Than 20 Minutes Per Party or Witness)

1. The hearing officer calls all witnesses one (1) at a time to give a statement. Each witness will be dismissed after they have given a statement and answered any questions.
2. The hearing officer asks all witnesses relevant questions and follow-up questions, including those bearing on credibility.
3. The hearing officer will permit each party's advisor to ask the other party and all witnesses any relevant questions and follow-up questions, including those bearing on credibility.
4. Cross-examination will be conducted directly, orally, and in real time by the parties' respective advisors and never by the parties personally.
5. Advisors' roles will not be limited when cross-examination is permitted during the live hearing. However, the hearing officer has the responsibility to determine the relevancy of questions and explain in real time any decision not to permit a question. Questions and evidence concerning a complainant's sexual predisposition or prior sexual behavior are irrelevant and not permitted, unless these questions are offered to prove that someone other than the respondent committed the alleged misconduct or to prove consent.
6. If a party or witness refuses to submit to cross-examination, the hearing officer is required to ignore that individual's statement and reach a decision based on the remaining body of relevant evidence. However, the hearing officer is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.

Live Hearing Procedure Outline #7

Closing Statements and Conclusion of Live Hearing (No More Than 15 Minutes)

1. The complainant presents their closing statement. (No More Than 5 Minutes)
2. The respondent presents their closing statement. (No More Than 5 Minutes)
3. The hearing officer concludes the live hearing and dismisses both parties and their respective advisors. (No More Than 5 Minutes)

After the Live Hearing

1. The hearing officer composes the *Written Determination of Responsibility*.
2. The hearing officer sends the completed *Written Determination of Responsibility* and *Appeal Request Form* to the parties and their respective advisors in electronic format or hard copy within 10 College District business days of the live hearing.

Written Determination of Responsibility

After the live hearing, the hearing officer will deliberate on the evidence provided and determine responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred).

Written Determination of Responsibility

The hearing officer will compose a *Written Determination of Responsibility* which will:

- identify the allegation(s) at issue;
- describe the procedural steps taken throughout the case;
- detail the findings of fact supporting the hearing officer's determination;
- enumerate the conclusions regarding application of Collin College's *Title IX* policy;
- contain a detailed a statement and rationale as to the determination for each allegation;
- clearly state any disciplinary sanctions being imposed (or recommended in the case of expulsion of a student or termination of an employee) on the respondent and any remedies that must be provided to the complainant; and
- describe the procedures and permissible grounds for appeal.

Written Determination of Responsibility

The *Written Determination of Responsibility* will become final when:

- the stated time period to file an appeal has passed for both parties and neither party appeals, or
- the parties are notified that the hearing officer's determination was upheld after the appeal process has been exhausted for both parties.

Written Determination of Responsibility Outline #1

Live Hearing Date:

Time:

Location:

Complainant's Name:

Complainant's Advisor:

Respondent's Name:

Respondent's Advisor:

Witness(es) Name(s):

Written Determination of Responsibility Outline #2

Allegation(s) (Select All That Apply):

- | | |
|--|---|
| <input type="checkbox"/> Dating Violence | <input type="checkbox"/> Sex Discrimination |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Gender-Based Harassment | <input type="checkbox"/> Sexual Assault |
| <input type="checkbox"/> Retaliation | <input type="checkbox"/> Stalking |

Date Investigation Initiated:

Investigator's Name:

Hearing Officer's Name:

Written Determination of Responsibility Outline #3

Formal Complaint Process Steps Completed

1. Date Formal Complaint Received:
2. Supportive Measures Provided (List all Supportive Measures provided to each party.)

Complainant:

Respondent:

3. Date Investigation Initiated:

4. Interim Measure(s) Imposed: Yes No

If so, list Interim Measure(s) and Dates Imposed:

Temporary Removal Imposed: Yes No

If so, did the respondent challenge the removal? Yes No

Removal Challenge Officer (RCO) Upheld Removal: Yes No

Written Determination of Responsibility Outline #4

5. Investigation:

Date Initial Written Notice Letter Sent to Complainant and Respondent:

Date of Initial Meeting with Complainant (and advisor, if present):

Date of Initial Meeting with Respondent (and advisor, if present):

If there were witnesses, list all names and dates on which meetings were held and/or statements received:

Written Determination of Responsibility Outline #5

6. Date initial Investigation Report sent simultaneously in writing to complainant, respondent, and their respective advisors:

Investigation Report Sent Electronically: Yes No

Investigation Report Sent in Hard Copy: Yes No

Date Investigation Report Finalized After Comment Period:

7. Date final Investigation Report sent simultaneously in writing to complainant, respondent, and their respective advisors:

Investigation Report Sent Electronically: Yes No

Investigation Report Sent in Hard Copy: Yes No

Written Determination of Responsibility Outline #6

8. Live Hearing date scheduled for at least 10 days after the final *Investigation Report* sent simultaneously in writing to complainant, respondent, and their respective advisors:
 Yes No
9. Date Hearing Officer Assigned:
10. Date Advisor Assigned to Complainant for Live Hearing, If Applicable:
11. Date Advisor Assigned to Respondent for Live Hearing, If Applicable:

Written Determination of Responsibility Outline #7

Determination of Responsibility

After reviewing the information and evidence provided and using the “preponderance of the evidence” standard (i.e., more likely than not to have occurred), the hearing officer has reached the decision below.

Allegation 1: Responsible Not Responsible

Rationale for Decision (i.e., What Information and Evidence Was Used to Make the Determination):

Allegation 2: Responsible Not responsible

Rationale for Decision (i.e., What Information and Evidence Was Used to Make the Determination):

Continue on if there are more than 2 allegation

Written Determination of Responsibility Outline #8

Penalty or Penalties Issued to Student Respondent:

Reprimand

Restitution

Conditional Probation (May Include an Educational Project Experience* or Other Requirements**):

1 Year 2 Years 3 Years

Suspension: 1 Regular Long Semester 1 Year 2 Years 3 Years 4 Years

Recommendation for Expulsion

*The following Educational Project Experience (EPE) must be completed by: **DAY, MONTH DATE, YEAR.**

Alcohol/Drug Awareness Seminar and Essay

Canvas Module(s)

College Decorum Seminar and Essay

Paired Relationships Seminar and Essay

Scholastic Dishonesty Workshop

**Penalty Requirements (e.g., restrictions on a student's privileges, specified community service, etc.):

Written Determination of Responsibility Outline #9

Penalty or Penalties Issued to Employee
Respondent:

- Coaching and Counseling
- Written Disciplinary Action
- Unpaid Administrative Leave
- Recommendation for Termination

Rationale for Penalty or Penalties: This will be done
for both students and employees

Written Determination of Responsibility Outline #10

Remedies to be Provided to Student Complainant:

- Campus Change
- Class Schedule Change
- Drop a Course Without an Academic Penalty
- Increased Security and Staff Monitoring of Certain Areas of the Campus
- Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court
- Late Withdrawal from a Course

Written Determination of Responsibility Outline #11

Remedies to be Provided to Student Complainant:--CON'T

No Contact Directive Issued by Collin College

- Referral to Appropriate Medical Facility
- Referral to Appropriate Off-Campus Resources
- Referral to Collin College Police Department and/or Local Law Enforcement Agency
- Referral to Counseling Services
- Specific Educational Programming for an Individual or Group
- Student Employment Assignment Change
- Student Housing Change (If Residing in Collin College Student Housing)
- Other:

Written Determination of Responsibility Outline #12

Remedies to be Provided to Employee Complainant:

- Increased Security and Staff Monitoring of Certain Areas of the Campus
- Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court
- No Contact Directive Issued by Collin College
- Referral to Appropriate Medical Facility
- Referral to Appropriate Off-Campus Resources
- Referral to Collin College Police Department and/or Local Law Enforcement Agency
- Referral to Employee Assistance Program (EAP)
- Specific Educational Programming for an Individual or Group
- Work Schedule Reassignment
- Other:

Written Determination of Responsibility Outline #13

In accordance with federal *Title IX* regulations, this *Written Determination of Responsibility* concludes the Live Hearing phase of the formal complaint process. The hearing officer will send the *Written Determination of Responsibility* simultaneously to the parties and their respective advisors in electronic format or hard copy.

Hearing Officer's

Signature: _____ **Date:** _____

Written Determination of Responsibility Outline #14

Appealing the Hearing Officer's *Written Determination of Responsibility*

Either the complainant or respondent may appeal the hearing officer's determination on the following grounds by submitting the *Appeal Request Form* (attached) to the appropriate Title IX coordinator or designee no later than **4:30 p.m. on DAY, MONTH DATE, YEAR** (i.e., 10 College District business days of the hearing officer's decision):

1. procedural irregularity that affected the outcome;
2. new evidence not reasonably available that could affect the outcome; and/or
3. conflict of interest or bias by Collin College's participants that affected the outcome.
4. The non-appealing party will be notified the other party has appealed and will be allowed to submit a written statement in response.
5. The *Written Determination of Responsibility* will become final when:
6. the stated time period to file an appeal has passed for both parties and neither party appeals, or
7. the parties are notified that the hearing officer's determination was upheld after the appeal process has been exhausted for both parties.

Potential Penalties--Student

- **Reprimand:** A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action;
- **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage;
- **Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years:** The placing of a student on notice that continued infraction of regulations may result in suspension or recommendation for expulsion from Collin College. Conditional probation may include restrictions on a student's rights and privileges, specified community service, and/or completion of an Educational Project Experience (EPE). Conditional probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the conditional probation may lead to suspension or recommendation for expulsion;

Potential Penalties--Student

- **Educational Project Experience (EPE):** An assignment or experience allowing the student to learn specific behaviors or lessons related to their misconduct and the specifics of their disciplinary case. EPEs offered by Collin College include, but are not limited to awareness seminars, essay assignments, and online learning modules;
- **Suspension for One (1) Regular Long Semester (i.e., Fall or Spring), One (1) Calendar Year, Two (2) Calendar Years, Three (3) Calendar Years, or Four (4) Calendar Years:** Forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, suspension will extend through a minimum of one (1) regular long semester (with summer sessions not counting in the one [1] semester minimum time lapse). However, suspension may exceed the one (1) semester minimum; and
- **Recommendation for Expulsion:** Permanent forced withdrawal from Collin College. A student receiving disciplinary expulsion will have the action noted in the student's permanent record.

Potential Remedies--Students

- Campus Change;
- Class Schedule Change;
- Drop a Course Without an Academic Penalty;
- Increased Security and Staff Monitoring of Certain Areas of the Campus;
- Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court;
- Late Withdrawal from a Course;
- No Contact Directive Issued by Collin College;

Potential Remedies--Students

- Referral to Appropriate Medical Facility;
- Referral to Appropriate Off-Campus Resources;
- Referral to Collin College Police Department and/or Local Law Enforcement Agency;
- Referral to Counseling Services;
- Specific Educational Programming for an Individual or Group;
- Student Employment Assignment Change; and
- Student Housing Change (If Residing in Collin College Student Housing).

Potential Penalties--Employees

- **Coaching and Counseling:** Coaching is used in non-disciplinary circumstances to document conversations with the employee in which the supervisor provides constructive feedback for behavior or performance that has been discussed informally, but is still not meeting expectations;
- **Written Disciplinary Action:** Employee discipline is used in situations that have either progressed beyond coaching or are serious enough to warrant discipline;
- **Unpaid Administrative Leave:** Unpaid leave for which an employee may be placed due to the results of an investigation or disciplinary matter; and
- **Recommendation for Termination:** Recommendation for termination is initiated when termination of employment is determined appropriate.

Potential Remedies--Employees

- Increased Security and Staff Monitoring of Certain Areas of the Campus;
- Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court;
- No Contact Directive Issued by Collin College;
- Referral to Appropriate Medical Facility;
- Referral to Appropriate Off-Campus Resources;
- Referral to Collin College Police Department and/or Local Law Enforcement Agency;
- Referral to Employee Assistance Program (EAP);
- Specific Educational Programming for an Individual or Group; and
- Work Schedule Reassignment.

Appeal Form

Appeal Request Form

To appeal the hearing officer's *Written Determination of Responsibility*, you must submit this completed form to the appropriate Title IX coordinator or designee no later than **4:30 p.m. on DAY OF THE WEEK, MONTH DATE, YEAR** (i.e., 10 College District business days after the hearing officer's determination). Upon receipt of your completed *Appeal Request Form*, the appropriate Title IX coordinator or designee will contact you to coordinate the appeal. The procedures for appealing are located in the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees*.

First and Last Names:

Phone Number:

Personal Email Address:

CWID:

Collin Email Address:

Grounds for Appeal (Must Select At Least One):

- Procedural Irregularity that Affected the Outcome
- New Evidence Not Reasonably Available that Could Affect the Outcome
- Conflict of Interest or Bias by Collin College's Participants that Affected the Outcome

Provide your written statement of appeal, including an explanation for your selected Grounds for Appeal and the reason(s) you disagree with the hearing officer's *Written Determination of Responsibility*, below. You may attach additional pages and/or documentation, if needed.

By signing below, I hereby affirm that I am requesting to appeal the hearing officer's determination, and the information provided above is true and correct to the best of my knowledge.

Signature: _____

Date: _____