



**TITLE IX**  
**Informal Resolution**  
**Facilitator Training**

**Fall 2023**

# Training Overview

- **Review Role and Responsibilities**
- **Review Documents**
- **Discuss Common Pitfalls**
- **Question and Answer Session**

# Initiation of Informal Resolution Process

- *Title IX* permits the voluntary use of an Informal Resolution Process after a formal complaint is filed at any time prior to a final determination being reached in the case.
- **Both** the Complainant and Respondent must provide their voluntary consent in writing to participate in the Informal Resolution Process.
  - They do this by signing the *Voluntary Consent to Informal Resolution* form.
- 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.

## Initiation of Informal Resolution Process (Cont.)

- Prior to initiating the Informal Resolution Process, the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will provide the parties with the required written notice of the allegation(s) and a description of the parameters of the Informal Resolution Process.
- Either party is permitted to **withdraw** from the Informal Resolution Process and resume the Formal Resolution Process at any time prior to a final determination being reached in the case.
  - They do this by signing the *Withdrawal from Informal Resolution Process* form.
- The matter will be closed once a final determination is reached, and the Formal Resolution Process will not be re-initiated once both parties agree to the final determination in writing and sign the *Informal Resolution Agreement* form.

# Informal Resolution Facilitator's Role

- Title IX Coordinators, Deputy Title IX Coordinators, Investigators, Removal Challenge Officers, Live Hearing Advisors, Live Hearing Officers, and Appeal Decision Makers cannot serve as Informal Resolution Facilitators.
- Collin College maintains a pool of trained Informal Resolution Facilitators.
- When an Informal Resolution Facilitator is needed to serve on a case, a call will be sent by the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee to the entire pool through Collin College email.
- The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will assign an Informal Resolution Facilitator from the individuals who respond stating they are available.
- Please respond to all call to serve emails as soon as possible.

# Informal Resolution Facilitator's Role (Cont.)

- The Informal Resolution Facilitator must conduct a prompt, fair, impartial, unbiased, and equitable process from the beginning of the Informal Resolution process to the submission of the final *Informal Resolution Agreement*.
- The Informal Resolution Facilitator will meet separately with both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process).
- The Informal Resolution Facilitator will explain the *Title IX* complaint and Informal Resolution Process.
- The Informal Resolution Facilitator will inform the parties that Informal Resolution is permissible if both parties choose to participate and willingly consent to this type of resolution in writing.
- The Informal Resolution Facilitator will notify both parties that either party is permitted to withdraw from the Informal Resolution Process and resume the Formal Resolution Process at any time prior to a final determination being reached in the case.

# Meeting with the Parties

- The Informal Resolution Facilitator **should**:
  - Make sure both parties understand the parameters of the Informal Resolution Process and that it will not be punitive or result in a disciplinary sanction.
  - Listen to the needs and requests of both parties.
  - Offer suggestions for resolution terms that may be beneficial and agreeable to both parties.
  - Begin thinking about the terms of the *Informal Resolution Agreement*.
  - Refer the parties to appropriate on- and off-campus resources (e.g., Counseling Services, Employee Assistance Program, TimelyCare), if needed.
  
- The Informal Resolution Facilitator **should not**:
  - Come into the meeting with the terms of the *Informal Resolution Agreement* already set.
  - Force either party to agree to terms with which they are uncomfortable or disagree.
  - Guarantee resolution terms that may not be feasible.

# Potential Informal Resolution Agreement Terms

- Potential terms the Informal Resolution Facilitator can offer to a **student** include, but are not limited to:

1. Campus Change
2. Class Schedule Change
3. Drop a Course Without an Academic Penalty
4. Increased Security and Staff Monitoring of Certain Areas of the Campus
5. 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
6. Late Withdrawal from a Course
7. No Contact Directive Issued by Collin College
8. Referral to Appropriate Medical Facility
9. Referral to Appropriate Off-Campus Resources
10. Referral to Collin College Police Department and/or Local Law Enforcement Agency
11. Referral to Counseling Services
12. Specific Educational Programming for an Individual or Group
13. Student Employment Assignment Change
14. Student Housing Change (If Residing in Collin College Student Housing)

- Potential terms the Informal Resolution Facilitator can offer to an **employee** include, but are not limited to:

1. Drop a Course Without an Academic Penalty
2. Increased Security and Staff Monitoring of Certain Areas of the Campus
3. 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
4. No Contact Directive Issued by Collin College
5. Referral to Appropriate Medical Facility
6. Referral to Appropriate Off-Campus Resources
7. Referral to Collin College Police Department and/or Local Law Enforcement Agency
8. Referral to Employee Assistance Program (EAP)
9. Specific Educational Programming for an Individual or Group
10. Work Schedule Reassignment

# Informal Resolution Agreement

- After meeting with both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process), the Informal Resolution Facilitator will draft the *Informal Resolution Agreement*.
- The Informal Resolution Facilitator will present the *Informal Resolution Agreement* form to both parties and clearly explain the Informal Resolution terms.
- The Informal Resolution Facilitator will notify both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process) **simultaneously** in writing of the completed *Informal Resolution Agreement* form.
- The parties will be allowed **10 College District business days** to review and respond to the document prior to finalizing it.

# Calculating “College District Business Days”

- College District business days exclude:
  - Weekends (i.e., Saturdays and Sundays),
  - National holidays recognized by Collin College, and
  - College District closures.
- **Do not** count the day you send the documents.
- Examples:
  - If you send the documents on **Monday, October 2, 2023**, the parties will have until **4:30 p.m. on Monday, October 16, 2023**, to submit an appeal.
  - If you send the documents on **Wednesday, December 20, 2023**, the parties will have until **4:30 p.m. on Friday, January 12, 2024**, to submit an appeal due to the Winter Break.

# Informal Resolution Agreement (Cont.)

- Any edits made to the *Informal Resolution Agreement* form by either party and/or the Informal Resolution Facilitator will be simultaneously sent in writing to both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process).
- If, after 10 College District business days, both parties agree to the Informal Resolution terms, including any edits made by either party and/or the Informal Resolution Facilitator during the review period, they will sign the final *Informal Resolution Agreement* form.
  - The Informal Resolution Facilitator will provide both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process) with an electronic or hard copy of the signed *Informal Resolution Agreement* form.
  - Once the final *Informal Resolution Agreement* form is signed by both parties, the matter will be closed, the Informal Resolution will be non-appealable, and the Formal Resolution Process will not be re-initiated.

# Informal Resolution Agreement (Cont.)

- If, after 10 College District business days, either party does not sign the final *Informal Resolution Agreement* form, the Formal Resolution Process will resume at the point where it was stopped when both parties agreed to pursue the Informal Resolution Process and signed the *Voluntary Consent to Informal Resolution* form.
  - The Informal Resolution Facilitator will notify both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process) **simultaneously** in writing that the *Informal Resolution Agreement* form was not signed.
  - The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will contact both parties to re-initiate the Formal Resolution Process.
- The Informal Resolution Facilitator's obligation ends once the final *Informal Resolution Agreement* form is signed or the Formal Resolution Process is re-initiated.

# Question & Answer Session

