Title IX Training Procedures

Williams Baptist University is committed to ensuring that all individuals responsible for implementing the University's Title IX policies possess the knowledge, skills, and training necessary to carry out their responsibilities in a manner that is fair, impartial, trauma-informed, and fully compliant with applicable federal law. To accomplish this objective, the University has established the following procedures governing the review, delivery, documentation, and public availability of Title IX training.

Annual Review of Training Materials

The Title IX Coordinator is responsible for conducting a comprehensive annual review of all Title IX training materials used to prepare individuals who administer the University's Title IX grievance process. This review will occur each summer prior to the beginning of the academic year to ensure that all training materials remain current, legally accurate, and reflective of evolving federal regulations, guidance, and recognized best practices.

The annual review includes, but is not limited to:

- Training materials provided by external Title IX training organizations or legal counsel.
- University-developed presentations, handbooks, catalogs, and websites.
- Changes in federal regulations, court decisions, Office for Civil Rights (OCR) guidance, and applicable state law.
- Revisions to University policies, procedures, or organizational responsibilities.
- Emerging best practices regarding trauma-informed investigations, impartial decision-making, evidence evaluation, and equitable grievance resolution.

Following this review, the Title IX Coordinator will revise or supplement the University's training materials as necessary to ensure continued compliance with applicable law and institutional policy.

In accordance with **34 C.F.R. § 106.45(b)(10)(i)(D)** (or any successor federal regulation requiring public access to Title IX training materials), the University will publish or otherwise make available on its Title IX website all training materials used to train the Title IX Coordinator(s), investigators, decision-makers, and individuals responsible for facilitating informal resolution processes. Updated materials will be posted following each annual review and will remain publicly accessible in accordance with applicable federal requirements.

Annual Review of Title IX Policies and Procedures

Separate from the review of training materials, the Title IX Coordinator will conduct a comprehensive review of the University's Title IX Policy, grievance procedures, supporting protocols, and related institutional practices each summer.

This review is intended to ensure that:

- University policies remain consistent with current federal and state legal requirements.
- Internal procedures accurately reflect institutional practice.
- Required notices, reporting options, supportive measures, investigation procedures, hearing procedures (if applicable), and appeal processes remain current.
- Any recommendations arising from internal assessments, OCR guidance, legal developments, or institutional experience are incorporated into revised procedures.

Recommended revisions will be presented through the University's established policy review and approval process prior to implementation.

Required Training for Title IX Personnel

Individuals serving in any Title IX role must complete appropriate training before assuming their responsibilities and must participate in annual continuing education thereafter.

The following personnel are subject to these requirements:

- Title IX Coordinator(s)
- Investigators
- Decision-makers
- Individuals responsible for facilitating informal resolution processes
- Any additional University employee assigned responsibilities under the Title IX grievance process

Each individual must complete:

1. **Initial Training.** Required prior to serving in any official Title IX capacity.
2. **Annual Continuing Education.** Completed each summer before the start of the academic year.
3. **Additional Training.** As needed when significant regulatory changes occur, University policies are revised, or new responsibilities are assigned.

Documentation and Verification of Training

The Title IX Coordinator is responsible for maintaining complete and accurate records demonstrating the University's compliance with Title IX training requirements.

Documentation will include, as applicable:

- Certificates of completion.
- Attendance records at prevention education sessions.
- Training agendas.
- Presentation materials.
- Training dates.
- Names and roles of all participants.

- Provider information.

Training documentation will be collected annually from the organization or organizations providing Title IX instruction and maintained in a centralized, secure University repository (currently the University's designated Google Drive). The repository will serve as the University's official record of Title IX training completion.

Each fall, the Title IX Coordinator will conduct a compliance audit of all required personnel to verify that:

- Every required individual has completed current training: annually for students and every other year for faculty and staff.
- Documentation has been received and retained.
- Any newly appointed personnel have completed initial training before performing Title IX responsibilities.
- Any deficiencies are promptly addressed through additional training or corrective action.

Records will be maintained in accordance with applicable federal record-retention requirements and University document retention policies.

Campus Prevention Education and Community Awareness

Recognizing that Title IX compliance extends beyond grievance procedures, Williams Baptist University is committed to fostering a campus culture that promotes respect, safety, and awareness through ongoing educational programming.

At least once each academic semester, the Title IX Coordinator and/or members of the Title IX team will provide a campus-wide prevention education program, such as a "Title IX Lunch and Learn" session, that is open to students, faculty, and staff.

Topics may include:

- Understanding Title IX rights and responsibilities.
- Reporting options and available supportive measures.
- Bystander intervention.
- Healthy relationships.
- Consent and sexual misconduct prevention.
- Retaliation protections.
- Responsible employee obligations.
- Updates to University policies and procedures.
- Frequently asked questions regarding Title IX.

Presentation materials, handouts, and related educational resources will be maintained within the University's Title IX records repository to document institutional prevention efforts.

Public Availability of Educational Resources

To promote transparency and provide ongoing educational opportunities, the University will evaluate which prevention education materials are appropriate for public posting on the University's Title IX website.

Whenever feasible, Williams Baptist University should publish non-confidential educational presentations, awareness materials, resource guides, and prevention programming developed for the campus community. Public availability of these materials demonstrates the University's commitment to prevention, education, and continuous compliance while providing accessible resources for prospective students, employees, parents, and the broader community.

The Title IX Coordinator will review all materials prior to publication to ensure they are current, accurate, legally compliant, and appropriate for public distribution.