



Technical College System of Georgia

**TITLE IX LIVE HEARING
COORDINATOR**

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RESPONSIBILITIES OF LIVE HEARING COORDINATOR

- Communication hub between all relevant stakeholders (Parties, Advisors, Decision-Maker, Witnesses, Campus Police, Facilities Staff, Investigators).
- Establish the date and time for the live hearing and confirm with all stakeholders.
- Check with both Parties to see if they are comfortable being in the same physical space; if not you must make accommodations for the Parties to participate remotely.

ROLE OF THE LIVE HEARING COORDINATOR (CONT'D)

- Once that has been established, determine the location(s) for the live hearing.
- Insure the space has adequate space for all participants and the appropriate technology to conduct and record the live hearing.
- Make sure facilities staff and campus police are aware and available to make sure the space is appropriately configured and that appropriate security is available before, during, and after the live hearing.
- Once all of the arrangements are made, verify all stakeholders have received a communication detailing all the relevant details regarding the live hearing.

ROLE OF THE LIVE HEARING COORDINATOR (CONT'D)

- On the day prior to the live hearing, be sure to confirm again the attendance of all the necessary stakeholders.
- Plan to be on site before, during, and after the live hearing to make sure everything is ready so the live hearing may be successfully conducted, to address any problems that may arise during the live hearing, and to insure everyone safely departs the live hearing upon its conclusion.
- Conduct an after action review with the Title IX team at your college and system office to see if there are any lessons learned to improve the next live hearing on campus.

QUESTIONS?

