



MEMORANDUM

January 28, 2014

To: The President's Working Group on Sexual Assault & Harassment
Fr: Kristen Grainger, VP & Executive Assistant to President Thorsett
RE: Status of employee Title IX training

The *Dear Colleague Letter* is consistent on the idea of widespread training; it states that colleges and universities should train anyone likely to witness or receive reports of sexual harassment or sexual violence.

While that certainly applies to all faculty and many staff, at Willamette, where we seek regular, personal interaction with students, university policy puts all employees into that category. **All Willamette employees are required reporters** under our Title IX policies and need regular, high-quality training in order to fulfill these obligations. The Office of Human Resources evaluates the training content to ensure it meets federal requirements.

What Kind of Information Should Be Covered by Employee Training*?

Willamette's Sexual Misconduct Policies and Procedures (SMPP) training and Workplace Harassment Prevention (WHP) training:

- Ensures that employees (including student employees) understand what constitutes discrimination, sexual harassment and violence
- Makes clear their obligation to report discrimination, harassment and violence, and what, how, and where /to whom to report it
- Prepares them to assist someone who discloses sexual harassment or violence with understanding their rights and the resources available to them at Willamette and in the Salem community

*See Office of Human Resources' Title IX Training Obligations, attached. Tracking consistently across all units has been challenging. HR is currently exploring technological solutions for tracking employee training across all schools and among student employees.

Current Title IX Training Status, All Employees (*Source: Office of Human Resources*):

Total Number of Administrative, Classified, and Professional Staff = **501**

- 434 completed Sexual Misconduct Policy & Protocol (SMPP)
- 433 completed (online) Workplace Harassment Prevention (WHP)

Total Number of Student Employees = **866**

- 33 completed SMPP
- 502 completed WHP

Total Number of Faculty = **184**

- 183 completed SMPP
- 59 completed WHP

Total Number of Adjunct Faculty = **126**

- 29 completed SMPP
- 24 completed WHP

Specialized Personnel

Additionally, certain employees or volunteers are required to have specialized, role-specific training regarding Willamette's Title IX policies and procedures. Although training for these roles is ongoing and occurs regularly, below are the types of training these individuals have received recently (at a minimum – several staff have quite a bit more):

- Title IX Coordinator (Kristen Grainger) – ATIXA, NACUA, SMPP, WHP
- Deputy Coordinators (Elizabeth Trayner, Cynthia Stinson) and Director of Rights and Responsibilities (Lori Johnson) – ATIXA, NACUA, Green Dot, VAWA, SMPP, WHP
- Community Mentors, “CM’s” (formerly known as Resident Assistants, “RA’s”) – SMPP as well as elements of ATIXA, Green Dot and VAWA training
- Investigators (cadre of trained volunteer staff and faculty) – ATIXA, SMPP
- Sexual Assault Response Allies (SARAs – trained student volunteer first-responders) – SMPP, MVWCS
- Process Advisors (cadre of trained volunteer staff and faculty) – ATIXA, SMPP, WHP
- Adjudicators (cadre of trained volunteer staff and faculty) – ATIXA, SMPP, WHP
- Campus Safety personnel – CST

Training Resource Key:

ATIXA = Association of Title IX Administrators’ intensive, in-depth training

ACE/NACUA = American Council on Education/National Association of College and University Attorneys training, “Responding to Sexual Violence on Campus” and “Conducting Campus Sexual Assault Investigations”

MVWCS = Mid-Valley Women’s Crisis Service sexual violence response training

SMPP = Sexual Misconduct Policies & Procedures (basic internal training)

WHP = Workplace Harassment Prevention (basic internal training)

CST = Oregon Sexual Assault Task Force provided Campus Safety staff training

Green Dot = Bystander intervention training

Title IX Training Obligations - from United Educators (UE)

Employee Training Key:	
Sexual Misconduct Policy & Protocol	SMPP
Workplace harassment Prevention	WHP
Mandatory Reporting	MR
WU Campus Safety Training	CST
NACUA Conducting Campus Sexual Assault Investigations	NACUA
Association of Title IX Admin (ATIXA)	ATIXA
Green Dot Bystander Intervention	Green Dot

Title IX Training Obligations	Yes	No	Action Steps
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Training Employees and Resident Advisors

Are the following individuals trained on how to report sexual assault or harassment to appropriate school officials:

Teachers / Faculty	x		MR, SMPP, WHP
Campus Safety	x		MR, SMPP, CST, WHP
Administrators	x		MR, SMPP, WHP
In-House Attorneys	x		MR, SMPP, WHP
Resident Advisors	x		MR, SMPP, WHP
Other Employees	x		MR, SMPP, WHP

Does the training include practical information on how to:

Identify and report sexual assault and sexual harassment?	x		WHP, SMPP, MR
Recognize warning signals?	x		SMPP
Does the training make clear that employees must report student allegations of sexual assault to appropriate school officials and cannot promise confidentiality?	x		MR, SMPP
Are any employees who may be required or authorized by applicable law to keep student reports of sexual assaults confidential (Bishop staff & chaplains) identified?	x		MR, SMPP

Training Campus Safety Officers

Are campus safety officers provided with copies of your Title IX policies?	x		MR, WHP, and at point of hire
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Do you train your campus safety officers:

On your Title IX grievance procedures?	x		SMPP
To notify individuals alleging sexual assault about their right to file both a sex discrimination complaint with the institution and a criminal complaint?	x		SMPP, CST
To give the Title IX coordinator access to their investigation notes and findings, as long as doing so does not compromise any criminal investigation?	x		CST

Training Individuals Handling Grievance Procedures

Does your institution provide training for anyone involved in implementing your Title IX grievance procedures, including:

Title IX Coordinators?	x		ATIXA, NACUA, SMPP, MR, WHP
Investigators?	x		ATIXA, NACUA, SMPP, MR, WHP, CST
Fact-finders and adjudicators?	x		ATIXA, NACUA, SMPP, MR, WHP, CST

If so, does the training cover:

Handling complaints of sexual assault or sexual harassment?	x		SMPP, CST
The institutions grievance procedures?			SMPP
When an investigation involves forensic evidence, the need to have that evidence reviewed by a trained forensic examiner?			CST

Does your institution provide these individuals with additional in-depth training on:

The institutions definitions of "consent" and "incapacity"	x		SMPP, CST, Green Dot
The percentage of campus assaults committed by acquaintances of the victims?	X		CST, Green Dot
The role alcohol often plays in campus sexual assaults?	X		CST, Green Dot

Research on common victim behaviors following sexual assault, including why some delay reporting?	X		CST, Green Dot
Information on male victims of sexual assault?	X		CST, Green Dot