VIRTUAL HEARING BEST PRACTICES
TIPS FROM PRACTITIONERS

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PRESENTERS

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AGENDA

1. Campus Contexts
2. Pre-Hearing Communication
3. Choosing Technology
4. Hearing Preparation
5. Pre-Hearing Logistics Decisions
6. Hearing Communication
7. Lessons Learned
UNIVERSITY OF VIRGINIA

- 22,000 Students
- Public
- Bachelor’s/Master’s/Doctoral/Professional Degrees
- Title IX Staff:
  - Title IX Coordinator
  - Deputy Title IX Coordinator
  - 3 full-time Investigators
  - Executive Assistant
- 1 Sexual Misconduct Policy/2 Procedures
FURMAN UNIVERSITY

- 2700 Students
- Private
- Four-year Residency Requirement
- Bachelor’s/Master’s Degrees
- Title IX Office of One
- 1 Sexual Misconduct Policy/2 Procedures
UNIVERSITY OF THE PACIFIC

- 6500 Students
- Private
- Three campuses
- Bachelor’s/Master’s/Doctoral/Professional Degrees
- Two full-time staff
- 1 Sexual Misconduct Policy/2 Procedures
PRE-HEARING COMMUNICATION

• Explain the hearing process
• Set privacy expectations
• Assess for needs
  – Technology access
  – Disability accommodations
  – Language services
  – Private space
• Share hearing materials
  – Parties & Advisors
  – Witnesses
  – Decision-makers
• Identify available platforms
  – Zoom
  – Microsoft Teams
  – WebEx
  – Others?

• Consider functionality needs
  – Separate rooms
  – Chat function
  – Captioning
  – Hide participant view
  – Ability to minimize interaction
  – Recording capability
HEARING PREPARATION

• Develop a checklist
• Pre-hearing meetings
  – Test Technology
• Customize script
• Identify staffing
  – Decision-maker(s) and alternate(s)
  – Hearing facilitator
  – Title IX Coordinator
• Determine if all participants will be remote
HEARING LOGISTICS DECISIONS

• Campus status (pandemic and post-pandemic)

• Technology
  – Recordings
  – Co-host
  – Exits and entrances
  – Back-up plan
  – Phone numbers

• Rules of decorum

• Information sharing and questions (Process A vs. Process B)

• Breaks

• Impact and mitigation statements

• Trauma-informed practices
VIRTUAL ROOM COORDINATION

Hearing Room (Recorded)

Deliberation Room (Not Recorded)

Complainant & Advisor

Respondent & Advisor

Witness Waiting Room

Title IX Coordinator & or Counsel

Main Hearing Room
HEARING COMMUNICATION

• Parties and Advisors
  – Private consultation
  – Cross-examination

• Questioning under Process B

• Multi-party hearings

• Decision-makers
  – Co-locate for hearing?
  – Deliberation

• Post-hearing debriefing
LESSONS LEARNED

• Don’t host the hearing in the “main room”
• Practice with technology
• Have a back-up plan
• Follow your policy
• Address panelist engagement (e.g., facial expressions, multiple screens, etc.)
QUESTIONS?
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The content of this webinar does not constitute training materials for the purpose of complying with the 2020 Title IX Regulations.