

Equity Panelist Training

Refresher & Best Practice Recommendations

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Training Objectives

- Understand your role as an Equity Panelist
- Prepare effectively for a Title IX or discrimination hearing
- Recognize and avoid conflicts of interest
- Conduct hearings with professionalism and impartiality
- Deliberate responsibly and support fair outcomes



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Before Accepting the Invitation

- Ask Yourself:

- Do I have the **time and availability** to fully participate?
- Can I give this my **undivided attention**?
- Am I prepared to **review all materials** and **engage thoughtfully**?



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After Accepting – Initial Considerations

- Review names of parties and subject matter
- Ask
 - Do I have any **personal or professional** conflicts?
 - Could my **prior knowledge or relationships** affect my impartiality?



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Preparing for the Hearing

- Join prep meetings with other panelists and hearing officer
- Begin drafting questions
- Read all materials thoroughly
- Review all evidence (photos, videos, etc.)
- Ensure balanced questioning for BOTH parties
- Remember: You are not an advocate – you are a neutral decision maker



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During the Hearing (via Zoom)

- Professionalism Matters:

- Be in a private, quiet space
- Dress appropriately
- Avoid multitasking or visible distractions
- Watch your tone, facial expressions, and body language



Hearing Best Practices

- Go in with an open mind
- Do not form conclusions until all evidence is presented
- Ask clear, unbiased questions
- Treat both parties with respect and consistency



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After the Hearing

- Deliberation process begins
- Be available for several days post-hearing in case follow-up is needed
- If a finding of responsibility is made, the panel must also:
 - Consider and determine appropriate sanctions



Final Reminders

- Your role is critical to ensuring a fair process
- Confidentiality is key – do not discuss the case outside of official channels
 - Be mindful of the investigative report
- Stay updated on policy changes and training
- Reach out to your respective Equity Office if you have questions



Questions



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