

TEMPLATE

PARTNERSHIP UNDERSTANDING BETWEEN [X] AND TITLE IX TEAM

Purpose

This Partnership Understanding is designed to memorialize, coordinate and implement a clear, consistent and trauma-informed response to reports and incidents of sex discrimination and sex-based harassment as well as, where applicable, pregnancy and related conditions. This Understanding also identifies the potentially involved community members, including employees, students, guests, and third-party vendors of [institution].

Responsibilities/Jurisdiction

[Institution's] Title IX team has exclusive responsibility for responding to reports that allege sex-based misconduct and violence occurring on campus or educational programs and/or activities and facilities that are owned or occupied by the institution. Under federal Title IX regulations, the Title IX Coordinator also is charged with response to disclosures of pregnancy and related conditions.

[Campus partner] has primary responsibility for [insert related responsibilities that rest with this partner].

Points of Contact

Primary contacts associated with this Partnership Understanding and their work modalities (e.g., on-campus, hybrid, remote) are:

- [Institution Contact (title/role rather than name) and Contact Information]
- [Partner Contact and Contact Information]

Shared Responsibilities between [campus partner] & Title IX Team

- Determine point person to be primary liaison between the two teams
- Set standards of notification and communication
- Create a method for sharing protected/sensitive information about specific issues
- Set expectations for urgency and timeliness in response by campus partners
- Collaborate on responsive measures that will remediate the involved issue
- Keep appropriate records that document shared efforts
- Brainstorm annually about measures to improve topics of shared responsibility

- In accordance with applicable law, ensure the privacy of individuals involved in any report or communication
- Keep each other informed about current relevant trends and patterns
- Meet in person or virtually on an annual basis to discuss this document and make changes as needed to ensure appropriate response
- Cross-train on initial response protocols and investigation procedures, as well as training on the neurobiology of trauma, trauma-informed response, and culturally responsive practices
- Review and update this Partnership Understanding every two years

Responsibilities of [campus partner]

- Respond to [institution] with reasonable promptness when a victim intends to report to law enforcement
- Share information, in accordance with applicable law, with appropriate campus officials (Campus Police/Safety, Title IX Coordinator) about a specific crime with [institution], when directed by the victim
- Contact [institution] promptly regarding any reports of alleged criminal sexual misconduct involving any student or employee regardless of location
- Share details of crimes anonymously in accordance with applicable law, in order to protect overall campus safety
- Assist [institution] with preservation of evidence
- Offer a trauma-informed response that treats victims with dignity
- Support a victim's decision whether or not they decide to pursue a criminal complaint process
- Offer a space for [institution] to conduct any interviews privately
- Cooperate with [institution] when a criminal investigation is initiated so as not to interfere with [institution]'s requirements under Title IX or other applicable law
- Provide consultation and technical assistance as needed with regard sexual violence and other Clery Act crimes

Responsibilities of [institution] Title IX Team

- Refer victims to local law enforcement to pursue criminal charges
- Contact law enforcement if there is a risk of violent behavior that may affect the [institution] or greater community
- Share information about a specific report with [campus partner] when directed by the victim or on a need-to-know basis

- Share details of crimes anonymously in accordance with applicable law, in order to protect overall campus safety
- Coordinate with [campus partner] regarding supportive measures for complainant, respondent, or witnesses in a complaint process.
- Take reasonable steps to continue the [institution]'s disciplinary process, upon the receipt of a formal complaint
- Consult as needed with [campus partner] on matters related the criminal process with regard to sexual violence and other Clery crimes or if there is a concern about the greater safety of [institution]
- Distribute this Partnership Understanding to employees electronically at the start of each academic year
- Share institution's Sexual Misconduct Policy with [campus partner]

Acknowledgement

- Each party agrees to act in good faith of this Partnership Understanding
- The Partnership Understanding is effective upon the signature of each party
- The Partnership Understanding can be terminated with 30 days' notice by any party
- Amendments must be made in writing, signed and dated by the parties
- Costs associated with this Partnership Understanding will be incurred in the following manner [list below]:

Authorized Signatures