

EO Advisor Training

Committing to equity and fairness throughout the EO process

Spring 2024

APPSTATE

Today's Agenda

1. Equal Opportunity overview
2. Defining prohibited conduct
3. Advisor role and responsibilities
4. Process review
5. Serving your party
6. Conclusion and Q&A

EO @ Appstate

Equal Opportunity (“EO”) strives to make Appalachian State University a discrimination-free, harassment-free environment for faculty, students, and staff to work, live, and learn.



Applicable Policies & Regulations

Policy/Regulation	Prohibits	Based Upon	Applies To
Title IX	Sexual harassment, assault, stalking, domestic/dating violence, & quid-pro-quo	Sex/Gender	Campus community

Key Terms

Complainant:
the alleged
victim.

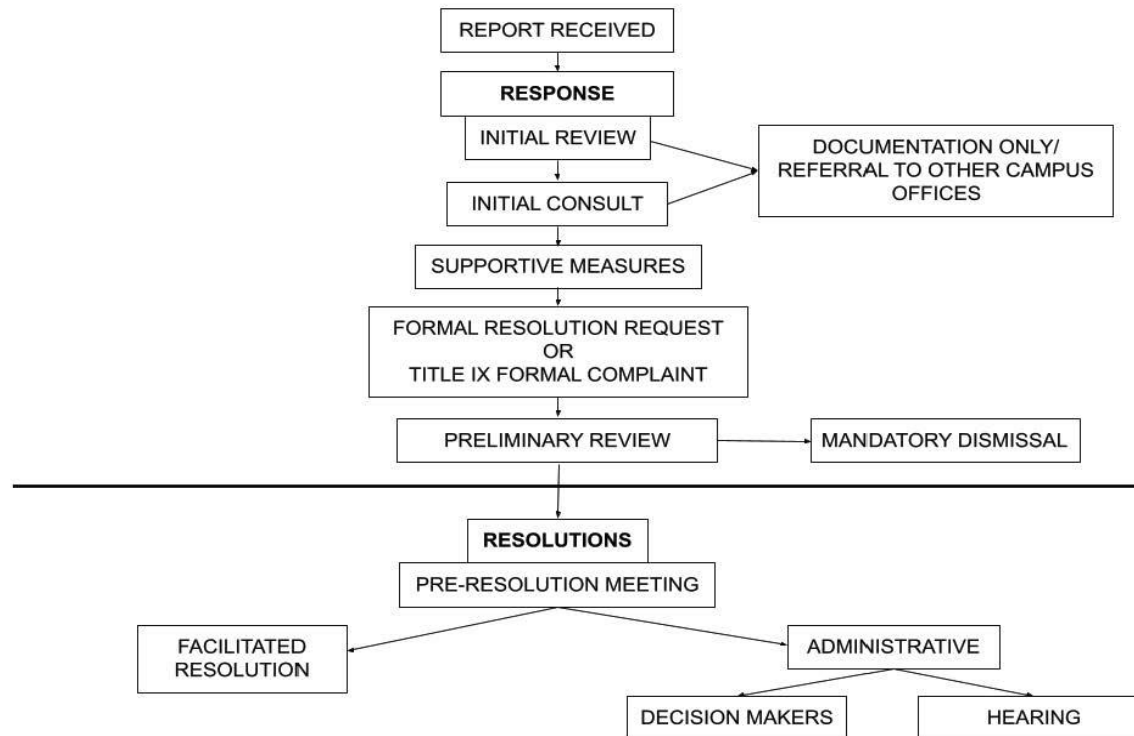
Respondent:
person alleged
to have
committed
prohibited
conduct.

**Facilitated
Resolution:**
voluntary and
mutually
agreed upon
resolution.

**Administrative
Resolution:**
process that
involves an
investigation,
hearing,
remedy, and
sanction.

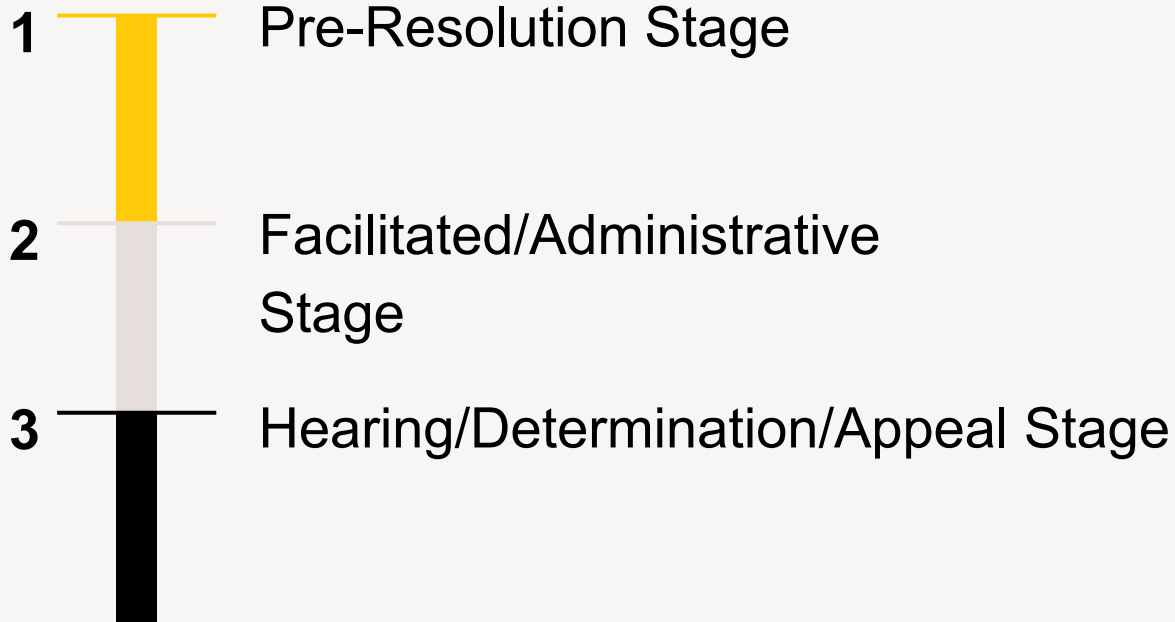
EO Resolution Process

EQUAL OPPORTUNITY PROCESS FLOW CHART



Last updated 9/25/2023

Advisor Responsibilities



Pre-Resolution Stage

- Initial meeting
 - Review NOIA/NOA
 - Review Policies/Procedures
 - Review Resources
 - Discuss confidentiality and your limitations
 - Review [EO website](#) and resources provided

Facilitated/Investigative Stage

- Facilitated Resolution
 - Review procedures
 - Help prepare the stipulations and terms they are requesting
 - Set expectations
- Administrative Resolution
 - Prepare individual for their first interview
 - Gather Evidence
- Help facilitate regular and timely communication with EO

Hearing/Outcome/Appeals

Hearing

- Review report and evidence file
- Prepare questions for cross-examination
- Ensure parties have completed required elements (i.e. civility agreement)
- Help draft impact statement (important in sanctioning)

Outcome

- If possible, review the determination with party

Appeals/Response

- If an appeals process begins, provide party support

Preparing For Hearings

1

Investigative Report

Review to ensure understanding

2

Evidence File

Review for understanding and accuracy

3

Questions

Preparation for cross-examination

4

Party Responses

Understanding reactions and managing secondary trauma

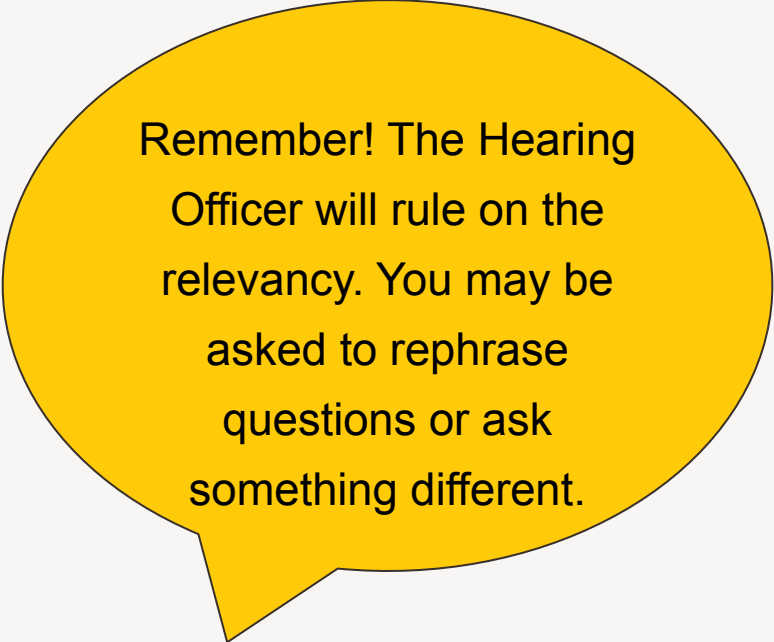
Cross Examination

What is Cross-Examination?

- Conducting respectful and productive questioning during Hearing

What type of questions may I ask?

- Relevant
- Directly related to event
- Credibility assessment questions



Remember! The Hearing Officer will rule on the relevancy. You may be asked to rephrase questions or ask something different.

Cross Examinations - Key Takeaways

1. Be Respectful

- a. Use non-confrontational language
- b. Maintain decorum and civility

2. Relevancy focused

- a. Ask direct, nonrepetitive, and relevant questions

3. Understand a Trauma Informed Approach

- a. Display kindness and patience throughout process

“

Civility is the art and act of caring for others.

”

— Deborah King

Civility & Decorum

- Respectful behavior
- Reviewing civility agreement
- Consequences for breaking decorum



Determination/Appeals



Post Hearing Support:

- Create a debrief plan
- Discuss options and resources moving forward



Appeals:

- Help party understand their options and draft appeal/response



Emotional Support

- **Supporting the Party**

- Managing stress
- Trauma Responses - Hearing
- Taking deep breaths and pauses
- Identifying resources

- **Supporting Yourself**

- Contact EO for support
- Utilize resources and check in with yourself

Questions?



Thank you for your time & willingness to support others.

Office of Access & Equity: Equal Opportunity

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