



MCKENDREE UNIVERSITY
SEXUAL HARASSMENT POLICY
TITLE IX

SEXUAL HARASSMENT POLICY & PROCEDURES

POLICY STATEMENT

McKendree University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination based on sex in its programs and activities. The University considers sex discrimination in all its forms to be a serious offense.

Sexual Harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination.

SCOPE

This policy applies to all University employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's educational programs and activities, including third-party visitors on campus, when the alleged conduct constitutes Sexual Harassment occurring against a person in the United States.

This policy prohibits conduct that constitutes "Sexual Harassment" as defined below when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The University's prohibition on sexual harassment extends to all aspects of its educational programs and activities, including but not limited to, admissions, employment, academics, athletics, housing, and student services.

This policy applies when the conduct occurs in an Education Program or Activity, which is defined as physical locations and events over which the University exercises substantial control over both the respondent and the context in which the Sexual Harassment occurs. Education Programs or Activities also include any building owned or controlled by a student organization that is officially recognized by the University. This policy does not apply to Sexual Harassment that occurs off campus, in a private setting, and that is not part of the University's Education Program or Activity. This Policy also does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States.

The University will analyze all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. The University has designated the following Title IX Coordinators to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of Sexual Harassment:

Title IX Coordinator:

Joni Bastian, Ph.D.
Vice President for Student Affairs, Title IX Coordinator
701 College Road
Lebanon Illinois 62254
Phone: (618) 537-6555
Email: jjbastian@mckendree.edu

Deputy Title IX Coordinator:

Jennifer Miller, Ed.S.
Assistant Vice President for Student Affairs
701 College Road
Lebanon, IL 62254
Phone: (618) 537-6572
Email: jrmiller@mckendree.edu

Any person may make a report to the Title IX Coordinators listed above by person, by mail, by telephone, by email. A report may be made at any time by email or telephone.

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

DEFINITIONS

Sexual Harassment

Sexual harassment is conduct based on sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

Examples of Sexual Harassment include but are not limited to:

1. Pressure for a dating, romantic, or intimate partner relationship;
2. Pressure for sexual activity;
3. Sending sexually explicit emails or text messages.

Quid Pro Quo Sexual Harassment

Quid Pro Quo Sexual Harassment is an employee of the University conditioning the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

Hostile Environment Sexual Harassment

Hostile Environment Sexual Harassment is defined as conduct based on sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

In determining whether harassment has created a hostile environment, consideration will be given to whether the conduct was unwelcoming to the person who feels harassed and to whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. The following factors are also considered:

1. The degree to which the conduct affected one or more students' education or individual's employment;
2. The nature, scope, frequency, duration, and location of the incident or incidents and the context in which they occurred;
3. The identity, number, and relationships of persons involved;
4. The age and sex of the alleged harasser and the subject or subjects of the harassment;
5. Other incidents at McKendree University or other institutions, as appropriate; and
6. Incidents of gender-based, but non-Sexual Harassment.

Mere offensiveness is not enough to create a hostile environment.

Sexual Assault

Sexual Assault is a particularly severe form of prohibited sexual harassment. Sexual Assault includes the sex offenses of Rape, Sodomy, and Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

1. Rape: the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or anus by the sex organ of the other person. Attempted Rape is included.

2. Sodomy: oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
3. Sexual Assault with an Object: using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.
4. Fondling: touching of the private body parts of another person for sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
5. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Illinois law.
6. Statutory Rape: sexual intercourse with a person who is under the statutory age of consent as defined by Illinois law.

Violence

Violence refers to any conduct that causes or threatens to cause physical, mental, or emotional harm to another.

Domestic Violence

Domestic Violence includes any act of violence or threatened violence committed by a current or former spouse, or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Illinois, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Illinois.

Examples of domestic violence include but are not limited to:

1. Kicking, punching, pushing, or otherwise physically attacking;
2. Placing someone in the protected class in reasonable apprehension of receiving a battery;
3. Threatening harm to another for exercising control over a person in the protected class;
4. Preventing someone from accessing needed emergency services.

Dating Violence

Dating violence is defined as violence or threatened violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Date violence can include a single encounter.

Examples of dating violence are included above under Domestic Violence.

Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to 1) fear for his or her safety, or the safety of others; or 2) suffer substantial emotional distress.

Examples include but are not limited to:

1. Using technology to gather information on and/or images of someone;

2. Waiting outside someone's home and/or place of business;
3. Excessively calling, texting, or messaging someone.

Consent

Under Illinois law, "Consent" is defined as "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." Additionally, "a person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct."

No purported consent will be valid when a person is unable to understand the nature of the activity or cannot consent based on circumstances including but not limited to:

1. Full or partial incapacitation due to the influence of drugs or alcohol;
2. The person is asleep or unconscious;
3. The person is not of legal age to consent; or
4. The person is incapacitated due to a mental disability.

Complainant

The complainant is defined under this policy as an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Respondent

Respondent is defined under this policy as an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint

The term "formal complaint" as used throughout this policy is defined as a physical or electronic document signed by a complainant alleging Sexual Harassment against a respondent and requesting that the University investigate the allegation of Sexual Harassment. At the time the complainant submits a formal complaint, the complainant must be participating in, or attempting to participate in, one or more of the University's Education Programs or Activities.

In any case, where a Complainant elects not to file a formal complaint, the Title IX Coordinator may file a formal complaint on behalf of the University based on reported information so long as the filing is not clearly unreasonable under the facts and circumstances.

Investigating Officer

An Investigating Officer is defined as an individual who has been assigned to conduct the investigation phase of the grievance process.

Hearing Officer

A Hearing Officer is defined as an individual who has been assigned to conduct the hearing phases of the grievance process.

MAKING A COMPLAINT OF SEXUAL HARASSMENT

Students

Students who wish to report Sexual Harassment should file a complaint with the Title IX Coordinator, Deputy Title IX Coordinator, or an employee who has the authority to institute corrective measures on behalf of the institution. Students should be aware that not all employees are required to report sexual harassment. Employees who have the authority to institute corrective measures on behalf of the institution include human resources, campus safety, faculty, student affairs, residence life officials, and coaches. They must report sexual harassment to the Title IX Coordinator, Deputy Title IX Coordinator, or other designee when they receive a report of such conduct. Confidential advisors, employees who have a professional license, must report that a possible violation of Sexual Harassment occurred, without providing the identity of the individual. Students may also file a complaint with the United States Department of Education's Office for Civil Rights, as outlined in the Title IX Statement at the beginning of this policy.

Employees

Employees who wish to report sexual harassment should file a complaint with the Title IX Coordinator, Deputy Title IX Coordinator, or designee. All University officials with knowledge of an occurrence of Sexual Harassment and authority to institute corrective measures on behalf of the institution must report sexual harassment to the Title IX Coordinator, Deputy Title IX Coordinator, or other designee when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct within 24 hours of receiving such information. This includes employees who may have a professional license requiring confidentiality, *so long as they are not employed by the University in that professional role*. An employee not reporting sexual harassment as required by this policy may be disciplined accordingly, up to, and including termination. This section does not apply to employees identified below as confidential advisors.

Other Persons

Any other persons, including but not limited to third parties, vendors, bystanders, and visitors on campus, who wish to report sexual harassment may contact the Title IX Coordinator, Deputy Title IX Coordinator, or designee. They may also file a complaint with the United States Department of Education's Office for Civil Rights, as outlined in the Title IX Statement at the beginning of this policy.

Amnesty

The University recognizes that an individual who has engaged in behavior that may violate the University's Student Code of Conduct may be hesitant to report sexual harassment. To encourage reporting, the University will grant immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or other employee. The reporting student will not receive a conduct sanction by the University for a conduct violation, such as under-age drinking, that is revealed in the course of such a report, unless the University determines that the violation was egregious, including without limitation, an action that places the health and safety of any other person at risk.

Notwithstanding the University's commitment to amnesty in these situations, the University may require the reporting individual to attend a course or pursue other educational interventions, for example, educational interventions related to alcohol and drug use. Further, this amnesty provision does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs or otherwise violated the law.

Support Person/Advisor

During the grievance process, both a complainant and a respondent may ask a support person/advisor of their choice to accompany them at all stages of the process, including meetings with the Investigating Officer and at the hearing. The support person/advisor may, but does not have to be, an attorney.

In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. Except as outlined in the section below regarding Hearings, the support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings,

A support person/advisor may be removed if he or she becomes disruptive, harasses or intimidates others involved in the process, or does not exhibit proper decorum expected under this policy. A support person/advisor will be asked to sign an affirmation that he or she understands their role in the process.

If a party is unable to obtain a support person/advisor for the hearing process only, the University will provide one to conduct a cross-examination for the party. The advisor provided by the University will not be an attorney.

Confidential Advisors

If an individual desires to talk confidentially about their situation, there are resources available. The following confidential advisors are available to assist you and will **not** disclose the identifying information you provide unless otherwise required to do so by law (e.g. if the complainant is a minor or there is a threat to the greater community). These individuals are required to make a non-identifying report to the Title IX Coordinator or designee so that the University can analyze whether there are patterns or systemic problems of Sexual Harassment on campus:

Counseling Staff: Melissa McHenry, MA, MS, MCPC
Assistant Director of Health and Counseling Services
(618) 537-6416

Charles Gregory, MA, LCPC, LPC
University Counselor
(618) 537-6975

Health Services Staff: Beth Allan, MSN, BSN, RN, CSN, NP-C
Director of Health and Counseling Services
(618) 537-6502

Lesa Auten
Medical Assistant
(618) 537-6503

Chaplain: Rev. Dr. Beverly Wilkes-Null
(618) 537-6962

Confidential Reports

If you are NOT a University employee with authority to institute corrective measures, you may make a confidential report with the Title IX Coordinator, Deputy Title IX Coordinator, or designee. A confidential report is separate from seeking confidential counseling before making a report. Although the Title IX Coordinator will take all reasonable steps to investigate and respond to reports and complaints while keeping confidential the

identity of the reporter, confidential reporting may ultimately limit the University's ability to take appropriate action in the absence of all relevant facts. The University must also consider its obligation to respond effectively to reports of policy violations and to maintain a safe environment for the McKendree University community.

If you have concerns about confidentiality, please contact the McKendree University Counseling Service.

Anonymous Reports

The University will accept anonymous reports, although it is often difficult to gather facts and conduct a thorough analysis via anonymous complaints. An anonymous report can be completed through the electronic reporting option described below.

Electronic Reporting Option

The Incident Reporting Form (<https://cm.maxient.com/reportingform.php?mckendreeUniv>) can be used to quickly submit reports of sexual harassment. Anonymous reports may be made using this method. Many of the fields on the report can be left blank; the only required fields are the *Nature of this Report*, *Date of Incident*, *Location of Incident*, and *Incident Description Fields*. You can specify the type of misconduct in the *Title IX Concerns* dropdown box in the Questions section, should you wish to do so.

Options and Other Available Resources

Options for reporting (confidential, non-confidential, off campus, etc.), as well as other resources, such as local law enforcement and community-based organizations, are summarized in Appendix A of this policy.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual harassment that also constitutes a crime—including sexual assault, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the University will assist in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A person may decline to notify such authorities. When a physical crime of violence has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you experienced sexual assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, you should not bathe, urinate, douche, brush your teeth, or drink liquids until after you are examined and, if necessary, have a rape examination completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. Complainants may go to Memorial Hospital East, located at 1404 Cross Street, Shiloh, Illinois, 62269, to obtain a medical forensic examination. The phone number for this facility is (618) 607-1000.

It is also important to take steps to preserve other types of evidence, such as letters, emails, text messages, social media posts, pictures, etc. This type of information is relevant in all situations involving sexual harassment, and it is often the only type of evidence available in cases of Sexual Harassment and stalking (other than witnesses).

There are several options such as, but not limited to:

- Contacting parents or a relative;
- Seeking legal advice;
- Seeking personal counseling (always recommended);
- Pursuing legal action against the perpetrator;
- Pursuing action through the University;

- Requesting that no further action be taken;
- Requesting further information about the University's policy and procedures for addressing sexual harassment and available resources.

Dismissal Before Commencement of Investigation

In a case where the complainant files a formal complaint, the Title IX Coordinator will evaluate the formal complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the formal complaint would not constitute Sexual Harassment, even if proven; or
- The conduct alleged in the formal complaint falls outside the scope of the policy (i.e., because the alleged conduct did not occur in the University's Education Programs and Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the formal complaint should be dismissed, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the formal complaint to other University offices, as appropriate. A dismissal is presumptively a final determination for purposes of this policy unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

Support Measures

Upon receiving actual knowledge of Sexual Harassment, the Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of support measures, consider the complainant's wishes concerning support measures, inform the complainant that support measures are available irrespective of whether the complainant files a formal complaint, and explain the process for filing and pursuing a formal complaint.

In the event, that a formal complaint is filed, and an investigation is commenced, the University will also offer support measures to the respondent in the same manner in which it offers and makes them available to the complainant. The University will also offer and make available support measures to the respondent before the respondent is notified of a formal complaint if the respondent requests such measures.

Support measures may include changes in academic, living, dining, transportation, or work situations, to the extent that the University has control over these environments, if options to do so are reasonably available. Support measures may also include mutual restrictions on contact between the parties. Requests to change an academic, living, dining, transportation, or work situation, or for any other protective measure (such as a no-contact order), should be made to the Title IX Coordinator, Deputy Title IX Coordinator, or designee. The Title IX Coordinator will communicate with each party throughout the investigation to ensure that support measures remain necessary and effective. Failure to comply with the terms of these support measures or protections may constitute a separate violation of the Sexual Harassment Policy and/or Student Code of Conduct.

If a complainant has obtained an ex parte order of protection, a full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator, Deputy Title IX Coordinator, or designee. The University, in conjunction with McKendree University Public Safety, will take all reasonable and legal action to implement the order.

Interim Removal

The University may remove a respondent under this policy on an emergency basis. The University will first conduct an individualized safety and risk analysis, to determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies the removal. Upon

such a decision to implement interim removal, the University will provide the respondent with notice and an opportunity to challenge the decision immediately after removal.

For non-student employee respondents, the University retains broad discretion to place the non-student employee on administrative leave pending the outcome of the grievance process outlined in this policy.

Retaliation

It is a violation of this policy to retaliate against any person who made a report or complaint, testified, assisted, participated, or refused to participate, in any manner in an investigation, proceeding, or hearing in any way. Retaliation includes, but is not limited to, intimidation, threats, coercion, discrimination, and/or bringing a code of conduct charge for actions that do not involve Sexual Harassment, but arise from the same facts or circumstances as a formal grievance complaint, if the conduct charges are brought “to interfere” with a person’s Title IX rights under this policy.

Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner outlined in this section. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination or expulsion.

Consolidation

The University may consolidate multiple complaints involving different persons when they arise from the same facts or circumstances.

SEXUAL HARASSMENT GRIEVANCE PROCESS

This grievance process consists of three phases: investigation, hearing, and appeal. All three phases of the grievance process will have certain qualitative elements, including:

- Complainants and respondents will be treated equitably.
- There will be an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
- There will be no presumptions of credibility based on a party's status as a complainant, respondent, or witness.
- All institutional participants in the process will be clear of a conflict of interest or bias.
- There is a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of this process.
- Equal opportunity to identify and consider witnesses (including fact and expert witnesses) and other relevant inculpatory and exculpatory evidence.
- Timely access to all information considered by the Investigating Officer and Hearing Officer.
- Equal opportunity to review any statements or evidence provided by the other party.
- Equal access to review and comment upon any information independently developed by the Investigating Officer and Hearing Officer should the Investigating Officer or Hearing Officer share such information with the other party.
- Equal opportunity to appeal determinations according to *Appeals*, below.

All phases of this process will be completed within reasonably prompt timeframes and thoroughly investigated, decided, and resolved per the Sexual Harassment Grievance Process. Any delays during this process shall only occur with good cause and after written notice to the parties has been provided.

The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. The University will not utilize procedures that invade legally recognized privileges (e.g., attorney-client, priest-penitent, patient-counselor, etc.) or access documents that may be protected under those privileges (e.g. health, psychiatric, or counseling records) unless the party holding the privilege has waived it in writing. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the procedures outlined in this policy. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality.

Notice of Formal Complaint

Within **five (5) business days** of the Title IX Coordinator receiving a formal complaint, the Title IX Coordinator will transmit a written notice to the complainant and respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the Investigating Officer, including the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the complainant and respondent of their right to be accompanied by an advisor of their choice;
- Notifying the complainant and respondent of their right to inspect and review evidence; and

- Notifying the complainant and respondent of the University's prohibitions on retaliation and false statements.

Should the University elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the University will provide a supplemental written notice describing the additional allegations to be investigated.

Investigation

After the notice of the formal complaint has been made, the Investigating Officer will commence an investigation as soon as practicable, after the formal complaint is made. During the course of the investigation, the Investigating Officer may receive counsel from University administrators, the University's attorneys, or other parties as needed. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation.

The parties will be given equal opportunity to inspect and review any evidence gathered during the investigation directly related to the allegations raised in the formal complaint, including inculpatory and exculpatory evidence. The Investigating Officer will send the evidence to the party and the party's advisor in electronic form and give them **at least 10 business days** to submit a written response, which the Investigating Officer will consider before finalizing the investigation.

After the period for the parties to provide any written response to the evidence has expired, the Investigating Officer will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the Investigating Officer will transmit a copy to the Title IX Coordinator. The Investigating Officer will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form. This report will be sent **at least 10 business days** before any hearing.

At any point in the investigation, if the Investigating Officer determines that the conduct alleged in the formal complaint, if assumed true: (a) does not constitute Sexual Harassment; (b) did not occur in the Institution's Education Program or Activity; or (c) did not occur against a person in the United States, then the University will dismiss the complaint for purposes of this grievance procedure. However, the University reserves the right to address such conduct under another policy, such as a Student Code of Conduct.

Clear and Convincing Evidentiary Standard

In making any determination on the resolution of the complaint, the evidentiary standard is the clear and convincing standard used; that is, the evidence is highly and substantially more likely to be true than untrue that sexual harassment occurred. A clear and convincing standard is used for all cases regardless of the status of the respondent.

Informal Resolution

Informal means of resolution may be used only after a formal complaint is filed at any time before the final determination, with voluntary written consent of both parties. This Policy prohibits informal resolution in any case where an employee is accused of sexually harassing a student.

The following standards apply to any informal resolution method that is utilized:

- The informal process can only be used with both parties' voluntary written cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator)
- Either party is permitted to withdraw from the informal resolution process and resume the formal process at any time before a resolution is reached.

- If either party does not complete the action required by the Informal Resolution, the party will violate the Title IX Sexual Harassment policy and may receive further sanction.

Formal Resolution

Formal means of resolution entail a full investigation of the formal complaint. During a formal resolution, a Hearing Officer will adjudicate the formal complaint.

The Hearing Process

Convening and Appointment of Hearing Officer

After the Investigating Officer's investigation, the Title IX Coordinator or Deputy Coordinator will convene a hearing officer who has received proper training consistent with this policy.

Notice of Appointment of Hearing Officer

After the Hearing Officer is appointed, a written notice will be promptly transmitted to the parties notifying them of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date and time for the hearing; and providing a copy of the University's Hearing Procedures.

Written Response to Investigation Report

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, undue prejudice, the prohibition on the use of sexual history, or for any other reason;
- A list of any witnesses that the party contends should be compelled to attend the hearing according to an attendance notice issued by the hearing officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any objection that the party has to the University's Hearing Procedures;
- Any request that the parties be separated physically during the hearing;
- Any other accommodations that the party seeks concerning the hearing;
- The name and contact information of the advisor who will accompany the party at the hearing; and
- If the party does not have an advisor who will accompany the party at the hearing, a request that the University provide an advisor for purposes of conducting questioning.

A party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the formal complaint are supported by a clear and convincing standard of evidence; and
- Argument regarding whether any of the allegations in the formal complaint constitute Sexual Harassment.

Notices of Attendance

The Hearing Officer or designee will transmit notices of attendance to any University employee (including administrator, faculty, or staff) or student whose attendance is required at the hearing as a witness. The notice will advise the subject of their duty to appear for the hearing at the specified date and time and advise the subject to contact the Hearing Officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such

managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The failure to abide by a notice of attendance is a violation of this policy.

The University has no authority to compel the attendance of any witness who is not an employee or a student, and a notice of attendance will not be issued to any such individual.

Convening Live Hearing

The Hearing Officer will convene and conduct a live hearing according to the University's Hearing Procedures. The Hearing Officer will permit each party's support person/advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those bearing on credibility. The Hearing Officer will determine the relevance of questions and explain in real time any decision not to permit a question.

Cross-Examination

Cross-examination will be conducted directly, orally, and in real-time by the party's support person/advisor of choice and never by a party personally. At either party's request, the University will provide the parties with separate rooms and use technology so the decision-maker and parties may simultaneously see and hear the questions.

If a party or witness refuses to submit to cross-examination, then the Hearing Officer shall consider statements made by parties or witnesses that are otherwise permitted under regulations in reaching a determination regarding responsibilities in a Title IX grievance process. The Hearing Officer will not draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.

There will be an audio recording of the hearing that will be made available to the parties equally for inspection and review.

Determining Complaint Outcomes and Notification

After the hearing, the Hearing Officer will issue a written determination of responsibility applying the clear and convincing evidence standard, and determine as to whether or not a violation of the policy occurred. The written determination will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the formal complaint;
- A description of the procedural steps taken by the University upon receipt of the formal complaint, through the issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a clear and convincing evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- Sanctions and any steps deemed necessary to 1) maintain an environment free from discrimination and harassment and 2) protect the safety and well-being of the complainant and other members of the University Community. Sanctions can include other remedial measures to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and/or retaliation; and
- A description of the University's process and grounds for appeal, as specified below.

The Hearing Officer's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal.

The range of sanctions if it is determined that the underlying conduct is a violation of this policy, includes no-contact orders; classroom reassignment; and the provision of counseling, and other support services training. Written formal warning, suspension, expulsion, or other appropriate institutional sanction(s), depending on the severity of the incident and taking into account any previous conduct infractions.

The written determination, including any sanctions imposed, will be included in the parties' University files. The written determination shall be final, subject only to the right of appeal outlined in *Appeals* below.

APPEALS

Grounds for Appeal

The complainant or respondent may appeal the determination or any dismissal of the complaint on the following grounds only:

- **Question of Procedure:** there was a procedural irregularity that affected the outcome;
- **New Evidence:** there is new evidence not reasonably available that could affect the outcome;
- **Conflict of interest or Bias:** there was a conflict of interest or bias by the institutional participants that affected the outcome.
- **Severity of Sanction:** the sanction, punishment, or corrective action imposed is disproportionate to the violation. Mere dissatisfaction with the sanction is not grounds for appeal.

Appeals must be filed with the Title IX Coordinator/Deputy Coordinator **within five (5) business days of receiving the outcome notification letter**. The Title IX Coordinator/Deputy Coordinator will forward the request to an Appeals Officer.

The appeal must be in writing and contain all of the following information:

- Name of the complainant;
- Name of the respondent;
- A statement of the determination of the complaint, including corrective action if any;
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
- Requested action, if any.

When an appeal has been filed, the non-appealing party will be (1) notified of such in writing **within ten (10) business days** of the submission of the appeal and (2) allowed to submit a written statement in response. The appealing party may request a meeting with the Appeals Officer, but the decision to grant a meeting is left to the Appeals Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

The Appeals Officer will resolve the appeal **within twenty (20) business days** of receiving it and may take any actions that they determine to be in the interest of a fair and just decision. The parties will be notified in writing if the Appeals Officer's decision will take longer **than 20 business days** and the basis for the reasonable delay.

The decision of the Appeals Officer is final.

The Appeals Officer shall issue a written decision describing the appeal and the rationale for the result that is provided to the parties simultaneously.

OTHER INFORMATION

Academic Freedom

While the University is committed to the principles of free inquiry and free expression, Sexual Harassment is neither legally protected expression nor the proper exercise of academic freedom.

Outside Appointments, Dual Appointments, and Delegations

The University retains the discretion to retain and appoint suitably qualified persons who are not University employees to fulfill any function of the University under this policy, including, but not limited to, Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer. The University also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given University official under this policy, including but not limited to the functions assigned to the Title IX Coordinators, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the University's discretion, be delegated by such University official to any suitably qualified individual and such delegation may be recalled by the University at any time.

Education/Training

Because the University recognizes that the prevention of Sexual Harassment is important, it offers educational programming on an annual and ongoing basis to a variety of groups such as Title IX Coordinators; investigators; decision-makers; informal resolution facilitators; campus personnel; incoming students and new employees participating in orientation; and members of athletic teams and other student organizations.

All Title IX Coordinators, investigators, decision-makers, and informal resolution facilitators receive training on various relevant aspects of McKendree's Sexual Harassment Policy and grievance process, including definitions of Sexual Harassment; the scope of the University's Education Programs and Activities; how to conduct investigations, hearings, appeals, and informal resolutions; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The training for decision-makers also includes training on relevant technology to be used at any live hearing, relevance, and the permissible use of sexual history. All training provided will be free of sex stereotypes and serve to promote impartial investigations.

To learn more about education resources, please contact the Title IX Coordinator, Deputy Title IX Coordinator, or designee. To access the University's training materials please click on the following link: <https://www.mckendree.edu/offices/student-affairs/title-ix/title-ix-powerpoint-presentation.pdf>.

Record Keeping

The University maintains the following records as they relate to this Policy and process outlined herein:

- complete records of each phase relating to the resolution of a formal complaint, including records of an informal resolution, for a period of at least seven (7) calendar years;
- materials used to train institutional participants in the various phases of the resolution process, including the Title IX Coordinator, investigators, and hearing officers; and
- for each instance where the University received a report of Sexual Harassment, but where a formal complaint was not filed, the University has maintained for a period of at least 7 calendar years, a record of all actions taken, including all supportive measures provided and its rationale for why the actions it took were not deliberately indifferent.

Discretion in Application

The University retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the University's interpretation or application differs from the interpretation of the parties.

Despite the University's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances will not be specifically or reasonably addressed by the express policy language, in which case the University retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy and the Hearing Procedures referenced herein are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the University retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. The University may apply policy revisions to an active case if doing so is not clearly unreasonable.

APPENDIX A: SUPPORT, SERVICES, & REPORTING

ON AND OFF CAMPUS SUPPORT AND SERVICES

<p>HEALTH SERVICES Beth Allan, RN, MSN, CSN, NP-C Director of Health & Counseling Services (618) 537-6503 baallan@mckendree.edu 513 Stanton Street Lebanon, IL 62254</p> <p>Mon – Thurs, 8am - 4:30pm Friday 8am- 2pm http://www.mckendree.edu/offices/health-services</p>	<p>COUNSELING SERVICES Melissa McHenry, MA, MS, LCPC Assistant Director of Health & Counseling Services (618) 537-6416 msmchenry@mckendree.edu</p> <p>Charles Gregory, MA, LCPC, LPC University Counselor (618) 537-6975</p> <p>Hours: Mon – Fri, 8am – 4:30pm http://www.mckendree.edu/offices/counseling-services</p>
<p>CENTER FOR FAITH AND SPIRITUALITY Rev. Dr. Beverly Wilkes-Null, Chaplain (618) 537-6962 Bothwell Chapel, 1st Floor 701 College Road Lebanon, IL 62254</p> <p>Hours: Mon – Fri, 8am – 5pm https://www.mckendree.edu/student-life/involvement/campus-ministries</p>	<p>TITLE IX COORDINATOR AND DEPUTY COORDINATOR Joni Bastian, PhD Vice President for Student Affairs, Title IX Coordinator Clark Hall 108 (618) 537-6555 jjbastian@mckendree.edu</p> <p>Jennifer Miller, EdS Assistant Vice President for Student Affairs, Deputy Title IX Coordinator Clark Hall 106 (618) 537-6572 jrmiller@mckendree.edu</p> <p>Hours: Mon – Fri, 8am – 5pm http://www.mckendree.edu/offices/student-affairs</p>
<p>CALL FOR HELP SEXUAL ASSAULT VICTIM CARE UNIT 24/7 Hotline: (618) 397-0975 http://www.callforhelpinc.org</p> <p>9400 Lebanon Road East St. Louis, IL 62203 (618) 397-0968</p>	<p>RAINN (Rape, Abuse and Incest National Network) 24/7 Hotline: (800) 656-HOPE http://www.rainn.org</p>
<p>VIOLENCE PREVENTION CENTER, SOUTHWESTERN ILLINOIS 24/7 Hotline: (618) 235-0892 or (800) 924-0096 https://www.vpcswi.org/</p> <p>P.O. Box 831 Belleville, IL 62222 (618) 236-2531 ext. 140</p>	<p>SAFE CONNECTIONS 24/7 Hotline: (314) 531-2003 http://www.safeconnections.org/</p> <p>2165 Hampton Avenue St. Louis, MO 63139 Office Phone: (314) 646-7500</p>

ON AND OFF CAMPUS SUPPORT AND SERVICES (CON'T)

<p>ALIVE (Alternatives to Living in Violent Environments) 24/7 Hotline: (314) 993-2777 http://www.alivestl.org</p>	<p>MEMORIAL HOSPITAL EAST (618) 607-1000 1404 Cross Street Shiloh, IL 62269</p>
<p>ST. ELIZABETH'S HOSPITAL (618) 234-2120 1512 N. Green Mount Road O'Fallon, IL 62269</p>	<p>ST. JOSEPH'S HOSPITAL, HIGHLAND (618) 651-2600 12866 Troxler Avenue Highland, IL 62249</p>
<p>THE SAINT LOUIS ANTI-VIOLENCE PROJECT http://www.stlavp.org Contact: http://www.stlavp.org/contact-us.html</p>	<p>MCKENDREE UNIVERSITY PUBLIC SAFETY Emergency Assistance Line (618) 537-6911 Emergency Cell Phone (618) 792-3500 535 N. Monroe Street Lebanon, IL 62254 Hours: 24 /7 http://www.mckendree.edu/offices/public-safety</p>
<p>ST. MARTHA'S HALL 24/7 Hotline: (314) 533-1313 http://saintmarthas.org/</p>	<p>LEBANON POLICE DEPARTMENT (618) 537-4955 403 W. St Louis Street Lebanon, IL 62254 Hours: 24/7</p>

PRIVILEGED AND CONFIDENTIAL REPORTING

<p>HEALTH SERVICES Beth Allan, RN, MSN, CSN, NP-C Director of Health & Counseling Services (618) 537-6503 baallan@mckendree.edu 513 Stanton Street Lebanon, IL 62254 Mon – Thurs, 8am - 4:30pm Friday 8am- 2pm http://www.mckendree.edu/offices/health-services</p>	<p>COUNSELING SERVICES Melissa McHenry, MA, MS, LCPC Assistant Director of Health & Counseling Services (618) 537-6990 msmchenry@mckendree.edu 509 Stanton Street Lebanon, IL 62254 Hours: Mon – Fri, 8am – 4:30pm http://www.mckendree.edu/offices/counseling-services</p>
<p>CENTER FOR FAITH AND SPIRITUALITY Rev. Dr. Beverly Wilkes-Null, Chaplain (618) 537-6962 Bothwell Chapel, 1st Floor 701 College Road Lebanon, IL 62254 Hours: Mon – Fri, 8am – 5pm https://www.mckendree.edu/student-life/involvement/campus-ministries</p>	<p>COUNSELING SERVICES Charles Gregory, MA, LCPC, LPC University Counselor (618) 537-6975</p>

NON-CONFIDENTIAL REPORTING

<p>TITLE IX COORDINATOR Joni Bastian, PhD Vice President for Student Affairs, Title IX Coordinator (618) 537-6555 jjbastian@mckendree.edu Clark Hall 108 701 College Road Lebanon, IL 62254</p> <p>Hours: Mon – Fri, 8am – 5pm http://www.mckendree.edu/offices/student-affairs</p>	<p>DEPUTY TITLE IX COORDINATOR Jennifer Miller, EdS Assistant Vice President for Student Affairs (618) 537-6572 jrmiller@mckendree.edu Clark Hall 106 701 College Road Lebanon, IL 62254</p> <p>Hours: Mon – Fri, 8am – 5pm http://www.mckendree.edu/offices/student-affairs</p>
<p>MCKENDREE UNIVERSITY PUBLIC SAFETY Emergency Assistance Line (618) 537-6911 Emergency Cell Phone (618) 792-3500 535 N. Monroe Street Lebanon, IL 62254</p> <p>Hours: 24 /7 http://www.mckendree.edu/offices/public-safety</p>	<p>LEBANON POLICE DEPARTMENT (618) 537-4955 403 W. St Louis Street Lebanon, IL 62254 Hours: 24/7</p>
<p>RESIDENCE LIFE OFFICE (618) 537-6855</p> <p>On Call Resident Director (618) 920-9447</p> <p>Clark Hall 109 701 College Road Lebanon, IL 62254</p>	