

INFORMATION, RIGHTS, & RESOURCES

INTAKE FOLDER FOR EMPLOYEES



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Follow the hyperlinks below to learn more about:

[Current Interim CSU Nondiscrimination Policy \(3/4/2025\)](#)

[Employee/Third-Party Respondent Procedures \(3/4/2025\)](#)



Our Commitment to Neutral, Unbiased Investigations and Compassionate Engagement with Our Campus Community

Dear CSUCI Community,

As part of the Title IX & Inclusion Office, we understand that issues surrounding equity, misconduct, discrimination, and harassment touch many aspects of our community and can create a range of emotions, including concern, fear, and uncertainty. In light of this, we want to reaffirm our unwavering commitment to conducting neutral, unbiased Investigations and supporting alternative resolutions that prioritize fairness, accuracy, and compassion.

Our goal is to ensure that every individual who engages with our office, whether as a Complainant, Respondent, witness, or concerned community member, feels heard and respected, and is treated with dignity. We approach each case with a commitment to impartiality, focused solely on the facts, while respecting the unique circumstances of every situation. Remaining unbiased is at the heart of our work, and we take great care to ensure our processes are free from preconceptions and external pressures.

We also recognize the potential impact that these processes can have on the individuals involved and on the broader campus community. We therefore strive to balance our legal and ethical obligations with a commitment to minimizing harm. We are dedicated to addressing community concerns while upholding our core principles of fairness and objectivity, ensuring that the resolution process remains straightforward and equitable for all involved.

To ensure transparency and trust, we continue to refine our practices by incorporating feedback from Employees, faculty, and staff in accordance with federal, state, and systemwide guidance. Your input helps us build a stronger, more supportive campus community, and we are committed to listening with care and intention.

If you have any concerns or questions about the Title IX process or any of our ongoing efforts, please do not hesitate to reach out. Our office is here for you, and we will continue to uphold the highest standards of integrity in every aspect of our work. Thank you for your continued partnership in fostering a safe, inclusive, and equitable environment for all.

Sincerely,

CSUCI Title IX & Inclusion Office

CONFIDENTIAL RESOURCES FOR EMPLOYEES

A confidential resource is a campus or community-based agency that has the duty of confidentiality. The duty of confidentiality is an obligation on the part of the resource provider to keep a person's information private and confidential unless consent to release or share the information is provided by the disclosing person, or unless there is an immediate safety threat.

Employee Assistance Program (EAP)

LifeMatters is an EAP designed to provide confidential support for challenges that employees face in their everyday lives. Services are provided through Empathia. The EAP is available 24 hours a day and can be accessed by phone or online. Services are available to all employees and the members of their household, including dependents living away from home. There is no charge for referrals, or for seeing a clinician within the network. Our company password is available for use for the services provided by Empathia.

Website: www.mylifematters.com

HR Phone: 805-437-8490 or **Email:** hr.forms@csuci.edu for assistance.



California State University Employees Union (CSUEU)

Local Chapter 324 represents around 300 Cal State Channel Islands employees. They are one of the smaller chapters within the CSUEU, working in solidarity with our CSUEU leadership, the other CSUEU Chapters, and other local unions to maintain the integrity of our contract and continue to work towards better wages and working conditions. Contact your union representative if you would like them to serve as your Advisor.

CSUEU Chapter Website:

www.csueu.org/about/chapters/channel-islands

Additional resources are available for Employees, which are private, but not confidential. Information is shared by these entities on a “business need-to-know” basis. See the next page for more on what this means.

PRIVATE (NOT CONFIDENTIAL) RESOURCES

The University will protect the privacy of everyone involved in a report to the greatest degree possible under applicable law and University policy. Personally identifiable information about the Parties involved will be shared only on a need-to-know basis, e.g., to those who are investigating/adjudicating the report or those involved in providing support services. If you choose to go forward with filing a Formal Complaint, the details of what happened will be shared with the Parties involved in the Investigation, which can include Complainants, Respondents, Witnesses (to the extent information is necessary for witnesses to answer questions), potential Hearing Officers, Investigators, etc. Our staff will explain exactly what to expect prior to starting the proceedings.

CSUCI Title IX & Inclusion Office

TIX Administrators work to keep the community safe by meeting with Employees privately to determine what action is appropriate to stop, remedy, and prevent sexual misconduct, harassment, and gender discrimination.

Front Office: 805-437-2077

Email: titleix@csuci.edu Location: Lindero Hall



LOCAL COMMUNITY RESOURCES

Ventura County Family Justice Center

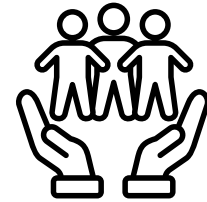
3170 Loma Vista Rd, Ventura, CA 93003

If you need help or information between 8 AM and 5 PM Mon - Fri

call 805-652-7655 or text 805-947-7981 or email

vcfjc.coop@ventura.org.

This is a collaborative team from more than 40 public agencies and community-based organizations and volunteers dedicated to Working together to help reduce trauma, eliminate repeat victimization, mitigate future risks, and make a lasting, positive difference in the lives of those they serve and their families. Through their welcoming community and comprehensive, holistic services that focus on the whole person, Ventura County FJC empowers and supports survivors of all ages and their families.



If you need assistance after hours, call or text 2-1-1 to be connected to community resources.

Coalition for Family Harmony



1000 Town Center Dr. Suite 500 Oxnard, CA 93036

Phone: 805-983-6014

Emergency Hotline 1-800-300-2181

The Coalition for Family Harmony offers a variety of services to assist survivors of domestic violence, sexual assault, and child abuse, as well as family and friends of those suffering from abuse. All services are offered in English and Spanish.

OTHER RESOURCES AVAILABLE TO COMPLAINANTS & RESPONDENTS



211 Ventura County

Dial 2-1-1 or (800-339-9597) or text your zip code to 898-211

Website: 211ventura.org

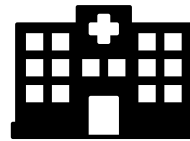
Interface 211 Ventura County (211VC), a program of Interface Children & Family Services, is the only comprehensive information and referral service for local residents. Interface 211 connects community members to critical health and human services in their community.

Local Hospital

805-389-5800

St John's Pleasant Valley Hospital 2309

Antonio Avenue, Camarillo, CA 93010



Planned Parenthood

(888) 898-3806

Oxnard Location: 2651 S C St Suite 100, Oxnard, CA 93033

Ventura Location: 5400 Ralston St, Ventura, CA 93003



With or without insurance, you can always obtain health care at this health center. Services are offered in English and Spanish, and interpretation by telephone is available for other languages. Offers a range of services including Birth Control, Emergency Contraception, Gender-Affirming Care, HIV Services, Pregnancy Planning and Testing, STD Testing and Treatment, Wellness and Preventative Care.

Oxnard location is accessible through the VCTC bus, Westbound route toward Oxnard, 2nd stop ("C" Street) after Oxnard College.



CSUCI Police Department

Our dedicated team is committed to ensuring the safety and security of our campus community. We strive to provide exceptional service, foster a positive environment, and build strong relationships with Employees, faculty, and staff.

Emergency: 9-1-1 Non-emergency: 805-437-8444

STATE AND NATIONAL RESOURCES

National Crisis Lifeline: Call or Text 988

1 in 6: Male sexual assault and support

Speak confidentially with a trained advocate by calling the National Hotline 1-800- 656-4673 or connect online at 1in6.org

RAINN National Sexual Assault Hotline Confidential 24/7 Support

Bilingual English/Spanish 1-800-656-4673

Chat online at online.rainn.org

www.rainn.org

National Domestic Violence Hotline

24/7 Bilingual English/Spanish

1-800-799-7233 www.thehotline.org

StrongHearts Native Helpline

Every day 5 AM- 8 PM PST. Free, confidential, and culturally relevant support for Native American and Alaska Native teens and young adults experiencing dating abuse and sexual violence. Call 844-762-8483 (844-7NATIVE)

Love is Respect

Call 1-866-331-9474 or Text LOVEIS to 22522

Deaf Advocates by video phone 855-812-1001

Offers 24/7 information and support to young people between 13 and 26 who have questions or concerns about their romantic relationships.

www.loveisrespect.org

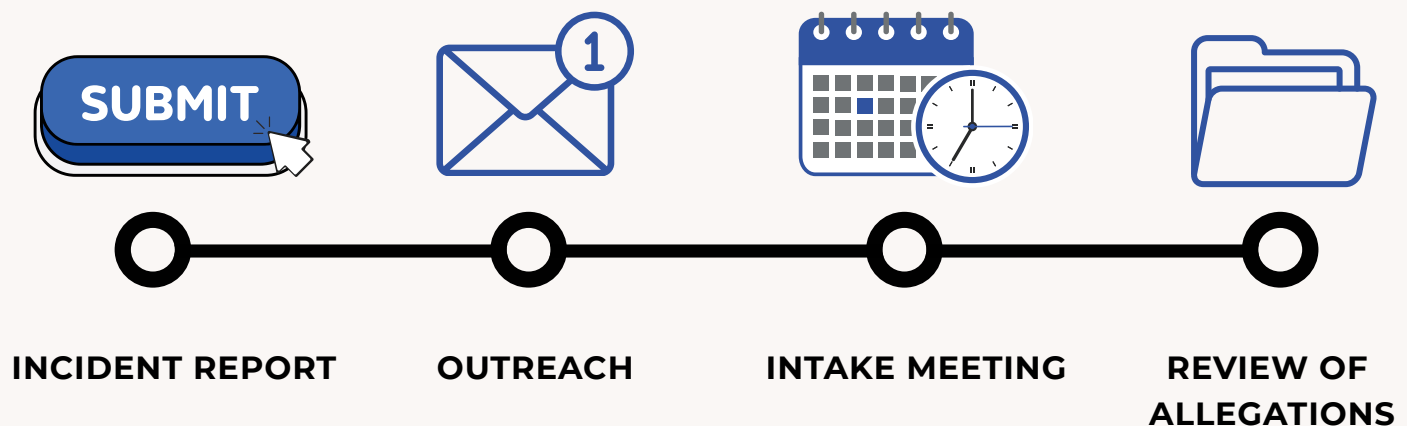
The Trevor Project

Call 1-866-488-7386 or Text START to 678-678

Free, Confidential crisis counselors available 24/7 to support LBGTQ young people when they are struggling with issues such as coming out, LGBTQ identity, depression, and suicide. www.thetrevorproject.org

WHAT HAPPENS WHEN SOMEONE REPORTS AN ALLEGED INCIDENT TO THE TITLE IX & INCLUSION OFFICE?

OUTREACH AND INTAKE PROCESS



Incident report: Our office receives an incident report from a member of the campus community.

Outreach: Our office conducts outreach to the Complainant via email and text.

Intake: The Complainant meets with our office to discuss the report and identify interim supportive measures.

Review of Allegations: The Title IX and Inclusion Office has 10 business days to review allegations

Note: If a complainant does not respond to outreach, or declines support from the Title IX and Inclusion Office, the report will undergo further review by the Title IX/DHR Coordinator to determine appropriate next steps.

For more information: Click the following links to learn about current University Procedures for Responding to Reports involving [**Student Respondent Procedures \(3/4/25\)**](#) or [**Employee/Third-Party Respondent Procedures \(3/4/25\)**](#).



TITLE IX & INCLUSION INTERIM SUPPORTIVE MEASURES

What are Interim Supportive Measures? The University will offer and coordinate Supportive Measures as appropriate for the Complainant and/or Respondent to restore or preserve that person's access to the University's education programs, activities, employment, or to provide support during the University's formal complaint resolution process or during the informal resolution process.

The Title IX Coordinator/DHR Administrator will describe and offer Supportive Measures to Complainants during the initial assessment (even if no Complaint is made or the Complaint is ultimately not investigated), and to Respondents during an initial meeting.

How does a Party request Supportive Measures? In your meeting with Title IX and Inclusion, a staff member will collaborate with you to discuss potential interim support measures and create a safety plan. This request will then be relayed to the Title IX/DHR Coordinator for review. The Title IX Coordinator/DHR Administrator is responsible for coordinating the effective implementation of Supportive Measures if requested and reasonably available.

What are some examples of commonly requested Supportive Measures?

Employment:

- Schedule or workload adjustments
- Supervisor/reporting line changes
- Physical workspace modifications
- No-Contact or Communication Boundaries
- Performance Evaluation Protections

Safety & Well-Being:

- Individual safety planning
- Campus escort between parking lots, offices, meetings etc.
- Increased patrol or security in certain areas
- The Employee Assistance Program is available to you by calling 800-367-7474
- Temporary parking near buildings

These are just a few examples of Supportive Measures that our office may assist with. As noted above, Supportive Measures are highly individualized. If your Party has expressed a need related to the complaint, please encourage them to reach out to us so we can collaborate and brainstorm a solution.

What is a Mutual No Contact Order (MNCO) ?

1

The MNCO is a supportive measure

No-contact directives (MNCO) may be issued as a Supportive Measure, Remedy, or in connection with an Informal Resolution Agreement, with or without an investigation. When reasonably requested by a Complainant or otherwise needed to protect health and safety or to preserve the integrity of the investigation, the University will issue an interim no-contact directive, which may be unilateral (prohibiting the Respondent from contacting the Complainant) or mutual (prohibiting the Parties from contacting each other) while the investigation is pending.

2

The MNCO supports both parties

The Title IX office seeks to support all parties throughout the process. The Title IX Coordinator, or designee, may provide reasonable interim supportive measures, if such measures can eliminate potentially hostile or offensive environments and protect Complainants, Respondents, or others in the campus community. Interim support measures are those that are put in place during the semester of reporting.

3

MNCO Protections - Retaliation Policy

CSUCI prohibits retaliation against any person who brings forward a report of misconduct covered by the Nondiscrimination Policy, or those who participate in the process to resolve a complaint. Any allegations of retaliation may lead to a separate investigation and possible disciplinary action. If you believe you have experienced retaliation, please contact the Title IX office by emailing titleix@csuci.edu and during business hours by calling (805) 437-2077. In case of an emergency, or if you need immediate assistance, please contact Campus Safety at (805) 437-8444.

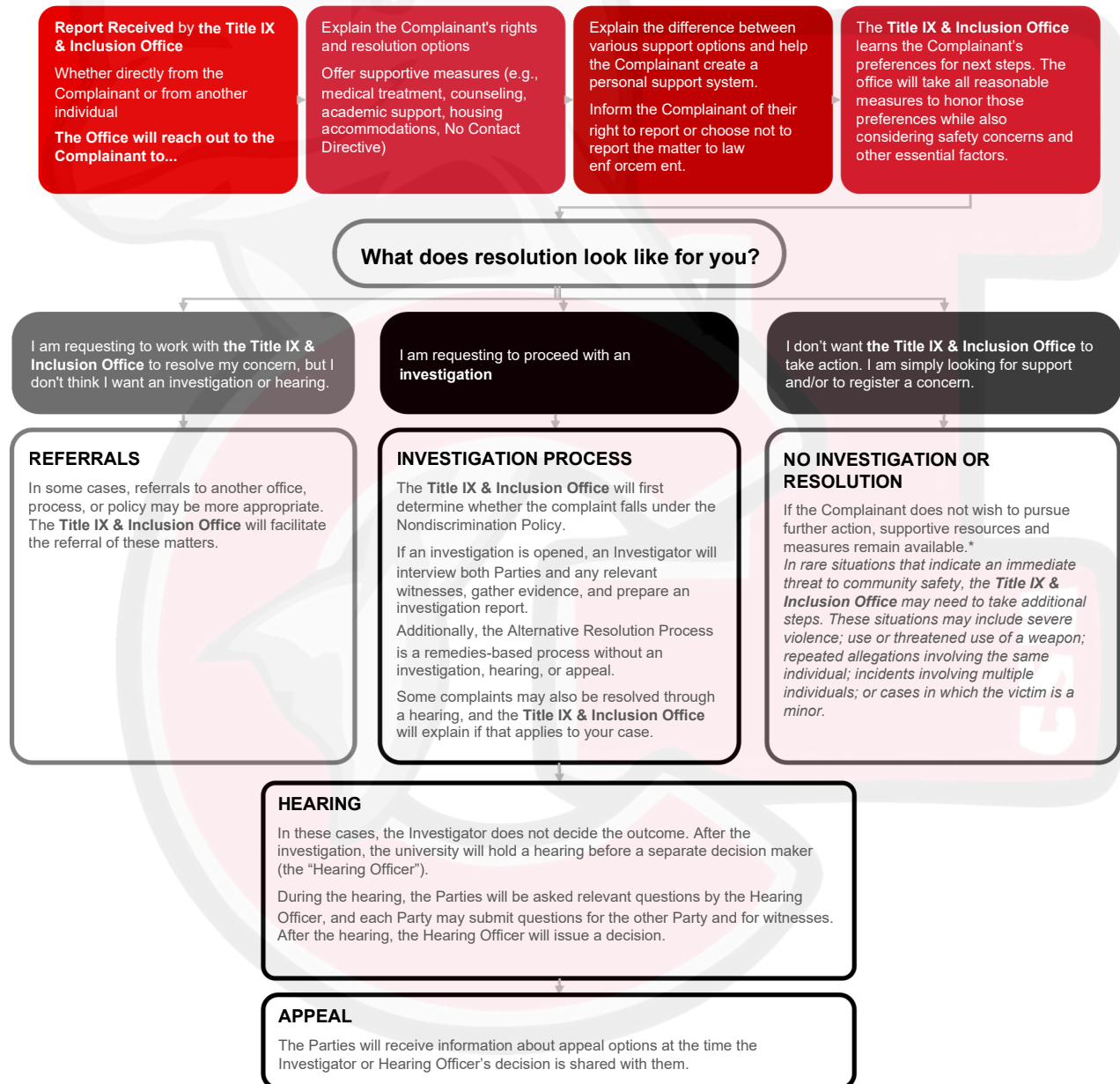
Mutual No-Contact Order Frequently Asked Questions

A Mutual No-Contact Order (MNCO) has been issued to you by the Title IX & Inclusion Office. Please review the MNCO carefully. If you have any questions, you can contact the Title IX & Inclusion Office at 805-437-2077. You can learn more about Supportive Measures within Section VI. Supportive Measures by clicking the following link: <https://calstate.policystat.com/policy/17650729/latest/#autoid-9zmzy>

- | | | |
|---|--|--|
| 1 | Who is a Complainant? | A complainant is a person alleged to have been subjected to conduct that could constitute a violation of this <u>Nondiscrimination Policy</u> . |
| 2 | Who is a Respondent? | A respondent is a person who is alleged to have violated the <u>Nondiscrimination Policy</u> . A respondent may include the CSU, an Employee, Student, or Third Party. |
| 3 | Have I been found responsible for violating the CSU Nondiscrimination Policy? | No, this is a supportive measure for both parties. This directive is not a disciplinary sanction; however, violations of no-contact directives will be addressed by Human Resources in the same manner as any violation of CSU policy. |
| 4 | Is this a restraining order? | No. A restraining order is a legal binding document that prohibits your ability to contact an individual. A MNCO is a campus directive issued and enforced by the University, directing two people to cease all contact with each other. |
| 5 | Does this mean I am assuming responsibility for misconduct? | No, you have not been found responsible for a violation of the Nondiscrimination Policy, nor are you assuming responsibility of a violation. The Title IX Coordinator/DHR Administrator must consider, based on the circumstances of each case, whether a mutual no-contact directive is necessary or justifiable to protect the Respondent's safety or well-being, or to address concerns about interference with an investigation. |
| 6 | Does this affect my employment? | No. This MNCO will not impact your current employment status and will not affect your ability to register for classes. If you share an office, serve on a committee or are in the same meeting as the other person identified on the MNCO, the supervisor or chair may be notified to provide support or accommodation(s) to navigate the MNCO. |
| 7 | If I have concerns about this MNCO, what are my options? | A Complainant or Respondent may request modification or reversal of a decision to provide, deny, modify, or terminate Supportive Measures applicable to them. This request will be reviewed by the Title IX Coordinator. If you would like to discuss this MNCO, please contact the Title IX & Inclusion Office to schedule a meeting with the Title IX Coordinator. |

HOW CSU CHANNEL ISLANDS RESPONDS TO REPORTS & COMPLAINTS UNDER THE CSU NONDISCRIMINATION POLICY

The California State University, Channel Islands and the **Title IX & Inclusion Office** are committed to protecting the safety of our community and ensuring a transparent, thorough, fair, and impartial complaint-resolution process. The **Title IX & Inclusion Office** offers resources, support, and information to anyone affected by discrimination, harassment, or retaliation, including sex-based misconduct. It also provides education and training to promote awareness and help prevent these behaviors in our community.



Title IX & Inclusion Office
Lindero Hall, First floor



titleix@csuci.edu



(805) 437-2077



<https://www.csuci.edu/titleix/>

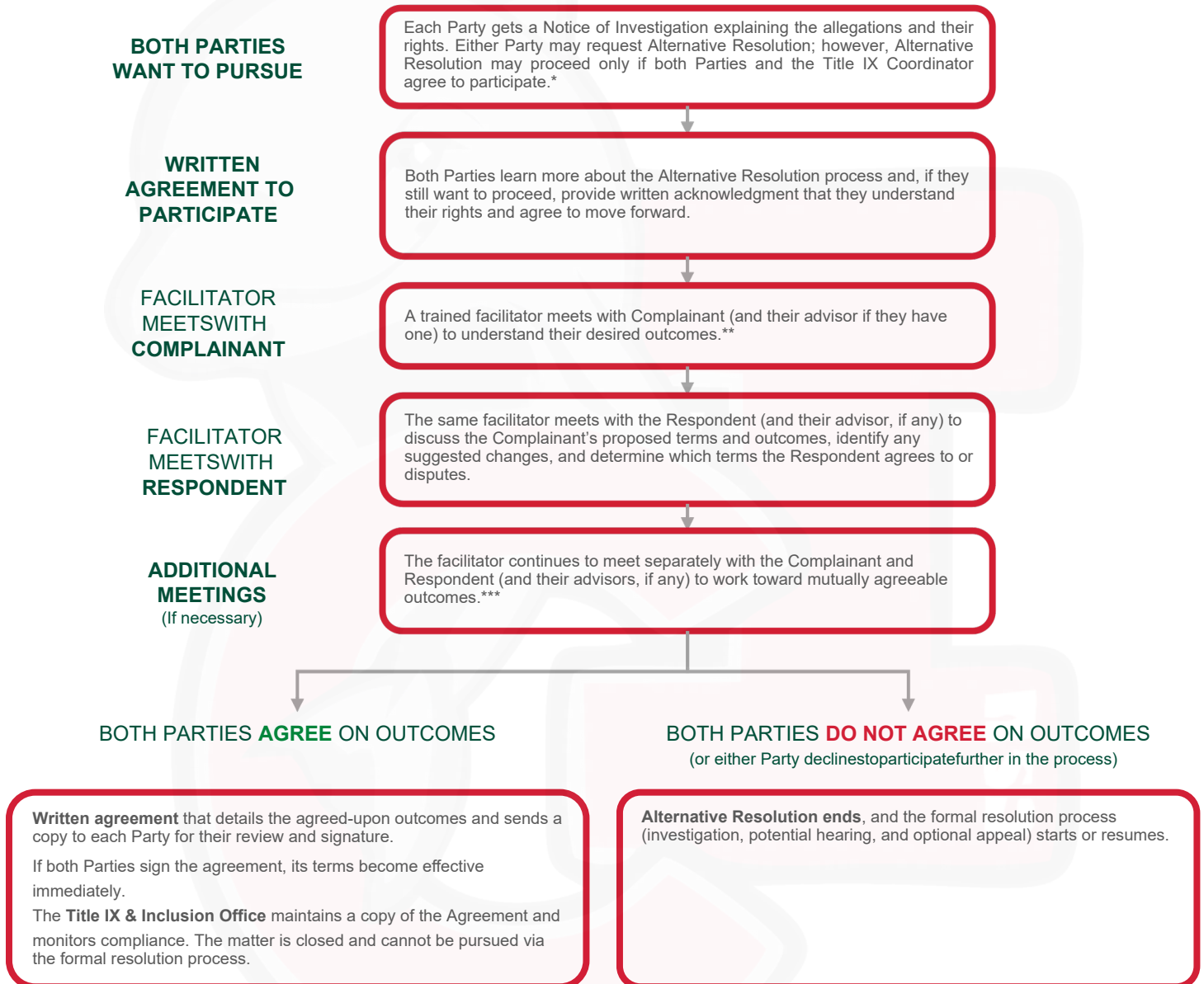
For a confidential discussion on resolution options, you may contact: **The Confidential Campus Advocates** (affiliated with the Coalition for Family Harmony) at (805) 983-6014. Inform the person you are calling from CSUCI and are seeking services.

24 Hour Bilingual Crisis Hotline: 1-800-300-2181.

Crisis Text Line: Text HOME to 741741.

In the event of an emergency, call 911, or for a non-emergency, call the University Police Department at (805) 437-8444.

THE ALTERNATIVE RESOLUTION PROCESS



COMMUNICATION & SUPPORT

The **Title IX & Inclusion Office** offers resources and supportive measures to both Parties throughout the Alternative Resolution Process.

Alternative Resolution is always optional – neither Party should feel any pressure to participate.

* The University maintains discretion to determine whether a matter is appropriate for Alternative Resolution.

** Complainant and Respondent never have to see or directly communicate with each other throughout this process.

*** At any point during the Alternative Resolution Process, either Party may decide to stop the Alternative Resolution Process and start or resume the formal resolution process.

Procedural Comparisons

Formal Investigations vs. Alternative Resolution Pt. 1

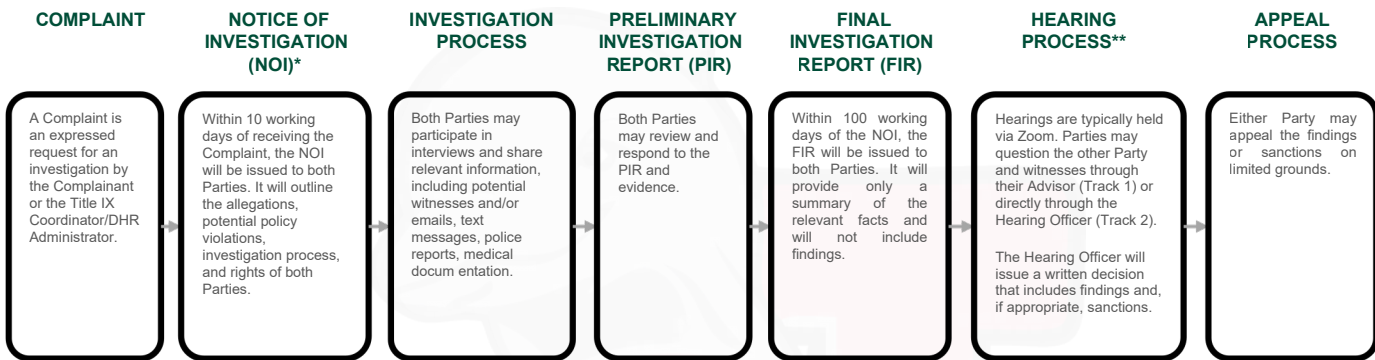
Right/Option	Formal Investigation & (if required) Hearing	Alternative Resolution
How is the process initiated?	The process begins when a Formal Complaint is filed and accepted by the Title IX/DHR Coordinator. The University investigates to determine if policy was violated.	The process is initiated only if “all parties and the University voluntarily agree in writing” to resolve the complaint without a formal investigation and/or hearing.
Can I withdraw my complaint?	A Complainant may ask to withdraw their complaint, but the University may still continue the investigation. Either party can choose not to participate at any time.	Either party may withdraw at any time before an agreement is signed. If either party withdraws, the case then moves to the Formal Investigation process.
Who decides if there has been a policy violation?	A neutral Hearing Officer makes the decision after a hearing. In non-hearing cases, the Investigator makes the determination.	No finding of responsibility is made. The process resolves the matter through a voluntary agreement.
Can I bring someone to support me?	Yes. Either party may bring an advisor to every meeting held with the University, the Investigator, or Title IX & Inclusion staff.	Yes. Either party may bring an advisor to any Alternative Resolution meetings.
What information do I get to receive?	Parties receive a preliminary investigation report and access to all evidence. Each may respond before the report is finalized.	Parties receive only the information necessary to participate in and agree to the resolution. No evidence review or findings occur.

Procedural Comparisons

Formal Investigations vs. Alternative Resolution Pt. 2

Right/Option	Formal Investigation & (if required) Hearing	Alternative Resolution
When should the process be concluded?	The investigation report should be completed within 100 working days of the Notice of Investigation; the hearing decision should be completed within 15 working days after hearing concludes.	Resolution should be reached within 60 working days of both parties' written consent to participate in Alternative Resolution.
Who determines what the outcome or sanctions should be?	The Hearing Officer (or Investigator in non-hearing cases) imposes sanctions and remedies.	Parties contribute to a written agreement. Terms are enforceable through the Title IX & Inclusion office and/or Student Conduct.
Can I appeal the decision?	Yes, parties may appeal the written outcome on specific grounds provided in the policy.	No, because the resolution is voluntary and does not include a determination or sanction to appeal.
What happens if the sanctions are not completed and who enforces them?	If sanctions are not completed, the University enforces them through its disciplinary processes to ensure compliance.	Agreed-upon terms are monitored and enforced by the University, and failure to comply may become a Student Conduct disciplinary procedure.
When am I able to get supportive measures?	Supportive measures are available "before, during, and after the resolution of a complaint," regardless of whether an investigation proceeds.	Supportive measures are also available at any stage, independent of the resolution process, to ensure safety and equal access.
How is all of the information stored afterwards?	Records of the complaint, investigation, outcome, and sanctions are maintained by the University in accordance with CSU record-retention requirements.	Documentation of the agreement and completion of terms is retained by the University under the same record-keeping obligations as a Formal Investigation.

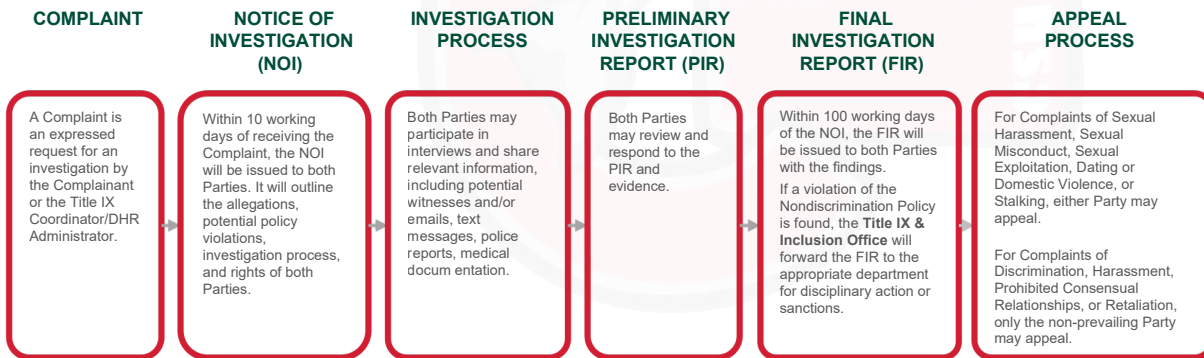
HEARING PROCESS



*The Title IX & Inclusion Office does not investigate formal complaints unless the allegations meet required criteria.

**A hearing will be provided when: (1) The investigation is conducted under Track 1 - Federal Mandated Hearing Process or (2) when the complaint is against a student and involves allegations of Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Sexual Exploitation, or Stalking (also known as Track 2).

NON-HEARING PROCESS



COMMUNICATION & SUPPORT

The Title IX & Inclusion Office provides a variety of Supportive Measures to both Parties and monthly status updates throughout the process. Additionally, Parties may have an Advisor of their choice and request disability-related accommodations, if applicable. See the Nondiscrimination Policy for details.

What is a Hearing?

A Hearing is a formal process that takes place after a Track 1 or Track 2 investigation when a Respondent is accused of violating the CSU Interim Nondiscrimination Policy. During the hearing, a neutral Hearing Officer reviews the evidence, hears from the parties and witnesses, and determines whether the policy was violated. Both parties have an equal opportunity to present information, question the evidence, and be accompanied by an advisor. The Hearing Officer issues a written decision, which may include findings and, if applicable, sanctions or remedies.

For more information on Hearings in Track 1 & 2 Investigations, visit our webpage here: <https://www.csuci.edu/titleix/process/hearings.htm>

LINKS TO POLICIES & PROCEDURES

QR Code:

Policy/Procedure:



Interim CSU Nondiscrimination Policy

(Please see Notice of Investigation for Track information and applicable policy definition.)



Hearing Track 1: **Hearing Process & Investigation Procedures**



Hearing Track 2: **Hearing Process & Investigation Procedures**



Non-Hearing Track: **Investigation Procedures** **(Employee Respondent)**



Non-Hearing Track: **Investigation Procedures** **(Employee/Third Party Respondent)**

WITNESS ROLE & PARTICIPATION



	<u>STUDENT WITNESSES</u>	<u>EMPLOYEE WITNESSES</u>
<i>Duty to Appear/ Cooperate:</i>	<ul style="list-style-type: none"> Campus will direct student witnesses to attend the hearing or interview. Failure to comply may lead to Student Conduct discipline, depending on specific circumstances of the case. 	<ul style="list-style-type: none"> Campus will direct employee witnesses to attend the hearing or interview. Failure to comply may result in discipline under the relevant collective-bargaining agreement or campus policy.
	<ul style="list-style-type: none"> All non-party students & employees must cooperate with investigation/hearing, attend meetings when noticed, and give truthful information (Good-Faith & Honesty requirement). 	
<i>Privacy and Confidentiality</i>	<ul style="list-style-type: none"> All witness statements will be shared with the Complainant and Respondent throughout the investigation process. 	
<i>How a Witness is Identified for investigation:</i>	<ul style="list-style-type: none"> Named by either party to the investigator, and in pre-hearing witness list (due 15 Working Days before hearing). May be called by Hearing Officer to answer questions about the allegations. 	
<i>Questioning at a Live Hearing:</i>	<ul style="list-style-type: none"> Track 1: Hearing Advisors ask all questions. The Hearing Officer decides, in real time, whether each question is relevant and not impermissible (e.g., no questions about a complainant's sexual history unless one of the Title IX exceptions applies). Track 2: Hearing Officer asks all questions. Parties may submit proposed questions; Hearing Officer decides relevance. <ul style="list-style-type: none"> Witness may be asked follow-up questions. Formal rules of evidence don't apply, but repetitive/harassing/irrelevant questions excluded. Witnesses who refuse to answer relevant questions may have their prior statements given less (or no) weight. 	
<i>Scheduling & Logistics:</i>	<ul style="list-style-type: none"> Hearing Coordinator arranges reasonable class-release or other academic accommodation so the Student can participate. Student may request private on-campus space / technology for remote participation (request ≥ 15 Working Days before Hearing). 	<ul style="list-style-type: none"> Hearing Coordinator works with HR/Faculty Affairs to excuse Employee from work duties as needed. Employee may request private on-campus space / technology for remote participation (request ≥ 15 Working Days before Hearing).
<i>Support Available to Witnesses:</i>	<ul style="list-style-type: none"> May consult confidential campus resources (counseling center, victim advocate, etc.). May request academic flexibility if participation causes class conflict. May request supportive measures (e.g., no-contact directive) if experiencing negative impact. 	<ul style="list-style-type: none"> Employee Assistance Program, counseling, or other HR-facilitated resources. May request work-schedule adjustment if necessary. May request supportive measures (e.g., work-location change).
<i>Retaliation Protection:</i>	<p>Retaliation for participating as a witness is expressly prohibited; violations are subject to Student Conduct discipline, or may lead to staff/faculty discipline, as appropriate.</p>	
<i>Good-Faith Expectation/ False Statements:</i>	<ul style="list-style-type: none"> Providing deliberately false or misleading information is itself a Student Conduct violation. 	<ul style="list-style-type: none"> Providing deliberately false or misleading information may itself trigger Employee discipline through Faculty Affairs, HR, or the otherwise appropriate office.



Your Right to an Advisor

The Complainant and Respondent may choose to be accompanied by one Advisor of their choice, who may be, but is not required to be, an attorney or a union representative during meetings or any stage of the Complaint process.

The Advisor may be a friend, family member, faculty or staff member, attorney, or any other person chosen by the Party. The Advisor's role is to provide emotional, logistical, or procedural support. Advisors are not permitted to speak on behalf of the Party or interfere with the process. However, they may offer guidance and reassurance during what can be a difficult and unfamiliar experience.

Right to an Advisor

- The University will not limit the choice or presence of the Advisor for the Complainant or Respondent in any meeting or proceeding. However, the unavailability of a specific Advisor will not unreasonably delay scheduling.
- A Party's Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. However, the Advisor may observe and consult with the Complainant or Respondent.
- The Parties also have the right to consult with an attorney, at their own expense, or a union representative at any stage of the process if they wish to do so.

What do I do once I have identified an Advisor?

- To ensure all employees' utmost privacy, any Employee who wishes to have an Advisor present during meetings and/or included on emails must sign a Release of Information.
- A signed Privacy Release is valid for one year, is revocable at any time, and must be on file before the Advisor may attend any meeting or receive protected information.
- This release authorizes university staff to share limited case-related information with the Advisor for the duration of the process. The release does not authorize the Advisor to make decisions or act on behalf of the party.



Tips for Completing Required Agreements:

Release of Information

- The Employee should read the entire document carefully before signing.
- Be sure to check each box before signing, and indicate the information you would like to be shared with your Advisor.
- Provide up-to-date contact information for the Advisor, so that our office can include them (as requested) on meeting invitations, emails, etc.
- For any questions related to the content of the Release of Information Form, reach out to the Title IX and Inclusion office. Our contact information is listed below.

Questions?



805-437-2077



titleix@csuci.edu

ADVISOR DISCLOSURE AND ACKNOWLEDGEMENT FORM

Right to an Advisor

The Complainant and Respondent may choose to be accompanied by one Advisor of their choice, who may be, but is not required to be, an attorney or a union representative during meetings or any stage of the Complaint process.

1. The University will not limit the choice or presence of the Advisor for the Complainant or Respondent in any meeting or proceeding. However, the unavailability of a specific Advisor will not unreasonably delay scheduling.
2. A Party's Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. However, the Advisor may observe and consult with the Complainant or Respondent.
3. The Parties also have the right to consult with an attorney, at their own expense, or a union representative at any stage of the process if they wish to do so.

I, _____, have read and understand the following:
(Involved Party's name)

- I hereby waive my privacy rights and authorize the release and/or exchange of information and/or documents relative to the investigation that is pending with Title IX & Inclusion; the terms of this waiver are as follows:

- **Advisor's First and Last Name:** _____

- **Advisor's Email:** _____

- **Advisor's Phone Number:** _____

- **Scope of Information to be Shared with Advisor:**

- ☐ Copy on all e-mails with the Involved Party stated above
- ☐ Copy only on e-mails containing Notices and Updates
- ☐ Attend in-person & virtual meetings with the Involved Party
- ☐ Other, please specify the information to be shared: _____

- I understand that this authorization is valid for one year from the date executed or until I revoke this authorization.
- I understand that I have the right to revoke this authorization at any time and that I must do so via email. My signature below indicates that I have read and agree to all information on the role of an advisor.

Involved Party's Full Name: _____

CSUCI Email: _____

Preferred Phone: (_____)_____-_____ Text reminders about meetings ok? ☐ Yes ☐ No

Involved Party's Signature

Date