Note: Act 208, effective July 1, 2016, mandates that faculty members are “responsible employees” for the purposes of Title IX. A syllabus template was previously distributed to all University Title IX Coordinators on February 10, 2016. The template below has been revised to comply with Act 208.

SAMPLE TITLE IX SYLLABUS TEMPLATE

The University of Hawaii is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you. Staff can also direct you to resources that are in the community. Here are some of your options:

If you wish to remain ANONYMOUS, speak with someone CONFIDENTIALLY, or would like to receive information and support in a CONFIDENTIAL setting, contact:

[List all Confidential Resources on your campus, i.e. student health center, counseling center or other resource designated as confidential by the campus Title IX Coordinator. Provide the name, location, phone number and other contact information as well as a brief description of services available and hours of operation].

If you wish to REPORT an incident of sex discrimination or gender-based violence including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking as well as receive information and support, contact:

[Insert the name(s) of the Title IX Coordinator(s), location(s), phone number(s) and other contact information, and office hours if such are restricted/limited]

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee
confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources and the University’s Policy, Interim EP 1.204, go to: http://www.hawaii.edu/titleix