

Title IX Coordinator Report

TO: Dr. Glendon Forgey, Chief Executive Officer
FROM: Jackie Brand, Title IX Coordinator
DATE: **[Insert Date of Report Submission]**
RE: Title IX Coordinator Reporting Requirements under Tex. Educ. Code § 51.253(a)

Under the Texas Education Code TEC, Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports received from employees who are required to report under the TEC, Section 51.252 regarding incidents of "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

The attached report includes information received between September 1, 2023 through August 31, 2024.

For the purposes of complying with the Title IX Coordinator reporting requirements under Section 51.253(a), Appendix A, Table 1¹ of the attached report includes information regarding:

- (1) The investigation of reports received from employees;
- (2) The disposition, if any, of any disciplinary processes arising from those reports; and
- (3) The reports for which the institution determined not to initiate a disciplinary process, if any.

To assist the Chief Executive Officer in complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix A, Table 2 provides information on any disciplinary actions taken under TEC, Section 51.255.

To further assist the Chief Executive Officer in complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix B is included as summary of Appendix A. The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in TEC Sec. 51.252 have been omitted for the compliance purposes of this specific report.

¹ When identifiable, duplicate reports were consolidated into one case number and counted as one report in the summary data, and confidential employee reporting is noted by case number and as a sub-set to the total number of reports received.

Appendix A
Title IX Coordinator Report
September 1, 2023 through August 31, 2024

Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252

Report Number	Date Received	Alleged Conduct Reported by Employees Under § 51.252	Investigation Status	Disciplinary Status
0001-20XX SAMPLE	08/25/XX	Sexual Assault	Formal Investigation Completed, Preponderance of Evidence Met for Sexual Assault	Final Result: Student Hearing Appeal Decision: No Finding of Policy Violation
0002-20XX SAMPLE	09/01/XX	Sexual Harassment	Informal Resolution Completed	Disciplinary Process: Not Applicable
0003-20XX SAMPLE	09/10/XX	Dating Violence	Case Dismissed (Administrative Closure), Insufficient Complaint Information	Disciplinary Process: Not applicable
0004-20XX SAMPLE	09/13/XX	Confidential Employee Reporting: Sexual Assault	Investigation: Not Applicable; no identifiable information	Disciplinary Process: Not Applicable
0005-20XX SAMPLE	09/21/XX	Stalking	Formal Investigation Completed, Preponderance of Evidence Met for Stalking	Final Result: Student Disciplinary Suspension through Spring 20XX
0006-20XX SAMPLE	10/5/XX	Dating Violence	Formal Investigation Completed, Preponderance of Evidence Not Met	Disciplinary Process: Not Applicable
0007-20XX SAMPLE	10/10/XX	Sexual Harassment	Formal Investigation Ongoing	Disciplinary Process: Not Applicable
0008-20XX SAMPLE	10/12/XX	Sexual Assault	Formal Investigation Completed, Preponderance of Evidence Met for Sexual Assault	Disciplinary Process: Student Discipline Process Pending
0009-20XX SAMPLE	10/14/XX	Confidential Employee Reporting: Dating Violence	Investigation: Not Applicable; no identifiable information	Disciplinary Process: Not Applicable
0010-20XX SAMPLE	10/17/XX	Sexual Harassment	Formal Investigation Completed, Preponderance of Evidence Met for Sexual Harassment	Final Result: Employee Reprimand
0011-20XX SAMPLE	10/19/XX	Sexual Harassment	Formal Investigation Completed, Preponderance of Evidence Met for Sexual Harassment	Disciplinary Process: Faculty Grievance Process Pending

Table 2. Alleged Conduct under TEC, Section 51.255(a)

Report Number	Date Received	Alleged Conduct Under § 51.255(a)	Investigation Status	Disciplinary Status
<i>0012-20XX SAMPL E</i>	<i>10/21/XX</i>	<i>Employee's Failure to Report</i>	<i>Formal Investigation Ongoing</i>	<i>Disciplinary Process: Not Applicable</i>

Appendix B

Summary Data Report

September 1, 2023 through August 31, 2024

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	11
Number of confidential reports ² under Section 51.252	2
Number of investigations conducted under Section 51.252	7
Disposition ³ of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	1
b. Concluded, with Employee Disciplinary Sanction	1
c. Concluded, with Student Disciplinary Sanction	1
d. SUBTOTAL	3
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	7

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	1
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

² "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office.

³ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 (See 19 Tex. Admin. Code Section 3.6(e) (2019)); therefore, pending disciplinary processes will not be listed until the final result is rendered.