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Title IX Coordinator

Title IX Coordinator:

Teresa LeDay
Buchanan Hall, Room 303
337-482-2921
titleix@louisiana.edu
louisiana.edu/ethicsreport

Responsibilities and Duties

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, The University of Louisiana at Lafayette's Title IX Coordinator is the designated agent of the University with primary responsibility for coordinating University Title IX compliance efforts. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring or meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of University policy in relation to Title IX legal developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance.

Duties and responsibilities related to the Coordination of the University's Title IX compliance efforts include, but are not limited to:

Notification and Education:

- Prepare and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the campus community of Title IX rights and responsibilities, to the campus community
- Coordinate training for students about their rights under Title IX and grievance procedures
- Coordinate in-service training to all employees concerning Title IX policy

Consultation, Investigation, and Disposition:

- Receive and process, in a timely manner, inquiries from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX
- Receive and process, in a timely manner, inquiries from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX
- If not appropriate for investigation, refer inquiries to other resources (University Ombudsman, Human Resources)
- Notify complainants of receipt of the complaint
- Notify respondents that complaint has been made
- Notify supervisor(s) of respondent that complaint has been made
- Investigate alleged discrimination and/or harassment
- Interview complainants, respondents, and material witnesses
- Obtain and review documents and other relevant materials from complainant and/or respondent
- Issue findings of fact and recommendations for disposition of complaints
- Notify all parties regarding disposition of complaints
- Notify complainants of his or her right to pursue remedies outside of the University grievance process
- Follow-up with parties regarding implementation of recommendations contained in disposition; seek assistance from parties' supervisors, if necessary to implement recommendations
- Monitor compliance of all requirements and time-lines specified in the complaint/grievance procedures

Institutional Monitoring and Compliance Assurance:

- Train staff responsible for implementing grievance procedures

- Coordinate and monitor Title IX efforts of other delegates and University offices that receive and/or investigate complaints, including but not limited to Human Resources, Dean of Students, Office of Student Life and Conduct, Counseling and Testing, and University Police.
- Organize and maintain grievance files, disposition reports and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints.
- Remain knowledgeable of current state and federal law and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX
- Monitor University Harassment policy and procedures to ensure compliance with state and federal law and regulations
- Serve as a liaison officer to state and federal government compliance or investigation officers



*Title IX Coordinator's Office
Buchanan Hall, Room 303
111 Boucher St., Lafayette, LA 70504
(337) 482-2921 | titleix@louisiana.edu*

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