



Office for Title IX and Institutional Equity
Succession Planning
April 25, 2022

The Division of Inclusion and Equity developed the following steps to ensure a complete and comprehensive succession plan for the Office for Title IX and Institutional Equity. This plan may be edited and updated at any time. The primary goal for this succession plan is to facilitate an effective and efficient leadership transition in the event of retirement, resignation or unexpected changes in employee circumstances. This also includes the potential need for additional support under particular circumstances including caseload, potential conflict of interest, the complexity of a report/case, or other reasons as determined by the Director of the Office for Institutional Equity and Title IX Coordinator in consultation with the Vice President for Inclusion and Equity and/or President. This plan reflects GVSU's values by ensuring that the continued success of the Office for Title IX and Institutional Equity remains a high priority for all stakeholders at the university.

Current Staffing

The positions covered by this plan are as follows:

1. Director of the Office for Institutional Equity and Title IX Coordinator
2. Assistant Director of the Office for Institutional Equity and Deputy Title IX Coordinator
3. Deputy Title IX Coordinator and Lead Civil Rights Investigator
4. Co-Investigators
5. Hearing Panelists
6. Advisors
7. Hearing Officer(s)

Role Responsibilities and Expectations

Job descriptions for each position are available at <https://www.gvsu.edu/titleix/job-descriptions-76.htm>.

Transitions & Succession

1. Director of the Office for Institutional Equity and Title IX Coordinator
 - If the Director/Coordinator is vacant, a search will be conducted to fill the role.
 - During any transition or in the absence of the Title IX Coordinator, the Assistant Director/Deputy Title IX Coordinator will assume all responsibility for compliance relative to Title IX.
 - As needed, the Vice President for Inclusion and Equity and/or Associate Vice for Inclusion and Equity may fulfill responsibilities of the Title IX Coordinator.
 - As needed, the university may utilize external individuals or consultants to fulfill responsibilities of the Title IX Coordinator.
2. Assistant Director of the Office for Institutional Equity and Deputy Title IX Coordinator
 - If the Assistant Director/Deputy position is vacant, a search will be conducted to fill the role.
 - During any transition or in the absence of the Assistant Director/Deputy, the Director/Coordinator will assume all responsibilities of the position. Additional support



will be provided by the Deputy Title IX Coordinator and Lead Civil Rights Investigator and/or a temporary/adjunct support position, which may include outside consultant(s).

3. Deputy Title IX Coordinator and Lead Civil Rights Investigator
 - If the Deputy/Investigator position is vacant, a search will be conducted to fill the role.
 - During any transition or in the absence of the Deputy/Investigator, the Director/Coordinator will assume all responsibilities of the position. Additional support will be provided by the Assistant Director/Deputy and/or a temporary/adjunct support position, which may include outside consultant(s).
4. Co-Investigators, Hearing Panelists, and Advisors
 - An active pool of trained faculty and staff will be maintained to support these roles.
 - In the absence of sufficient support in these roles for any reason, the Director/Coordinator may identify external individuals or consultants to provide support.
5. Hearing Officer(s)
 - The role of a Hearing Officer will be filled by outside, expert consultant identified by the Director/Coordinator.
6. Multiple vacant positions
 - If multiple or all positions in the Office for Title IX and Institutional Equity are vacant, current personnel identified to staff the key roles are:
 - i. Jesse M. Bernal, Vice President for Inclusion & Equity
 - ii. Kathleen VanderVeen, Associate Vice President for Inclusion & Equity
 - iii. External Consulting which may include Grand River Solutions, TNG Consulting, Title IX Consulting Group, contracted attorneys or law firms
 - iv. Other on- or off-campus individuals, or a combination thereof, trained by the university or with demonstrated necessary training and/or education
7. The Director/Coordinator may also utilize external individuals or consultants in particular circumstances, including caseload, potential conflict of interest, the complexity of a report/case, or other reasons as determined in consultation with the Vice President for Inclusion and Equity and/or President.

Training

Staff who are currently in the key positions as well as those expected to succeed a position in Title IX will remain up-to-date on crucial aspects of the roles, they might assume with professional development and/or training funding support provided by the university. This training will be critical in making an effective succession viable. Members of the Office for Title IX and Institutional Equity Team, as well as members of the pool who assist in carrying out the grievance process, receive regular training based on their respective roles on topics including sexual harassment, dating violence, domestic violence, sexual assault, stalking, and on how to conduct an investigation and hearing process that protects the safety of impacted parties and promotes accountability. Training expectations include:

1. At least annual external training for all Title IX office personnel, which will be reported regularly at www.gvsu.edu/titleix.
2. At least annual training for the Vice President for Inclusion and Equity and Associate Vice President for Inclusion and Equity provided externally or by the Title IX office, which will



be reported to the President.

3. At least annual training for Co-Investigators, Hearing Panelist, and Advisors provided externally or by the Title IX office, which will be reported regularly at www.gvsu.edu/titleix.
4. Since the Hearing Officer is typically an external, expert advisor, qualifications will be reviewed and assessed by the Director/Coordinator, in consultation with General Counsel's Office.
5. At least annual training for the Senior Leadership Team provided externally or by the Title IX office. This may include the regular annual Responsible Employee online training.

Ongoing Review of Key Positions

The steps to monitor progress, training and qualifications for key incumbents will be overseen by the Director/Coordinator and Vice President of Inclusion and Equity. This monitoring will include periodic verifications of personnel named in the succession plan through the annual performance review goal setting and evaluation program.