**Formal Grievance Pool**

The Title IX Formal Grievance Process uses a pool of HCC faculty and staff that are annually trained. The Title IX Coordinator will randomly choose two members of the pool to handle an investigation. If a Complainant and/or Respondent does not have an Advisor and requests an Advisor, the Title IX Coordinator will select an Advisor randomly from the pool. If the Complaint results in a Formal Grievance Hearing, the Title IX Coordinator will randomly assign someone from the pool to serve as the Decision-Maker for the hearing.

**Pool Member Roles**—Members of the pool will be trained annually and can serve in the following roles at the direction of the Title IX Coordinator:

* As an Advisor to advise either part through the investigation, hearing and appeal, as applicable.
* As an Investigator to investigate complaints.
* As the Decision-Maker who hears the formal grievance and conducts the hearing.
* As the Appeal Chair who chairs an appeal committee of two other members of the pool.
* As a member of the three-person appeal committee.

**Pool Member Training**—The Pool members will receive annual training, which includes, but is not limited to:

* HCC’s Title IX Sexual Harassment Policy and Procedures
* The definition of sexual harassment under the Title IX Regulations
* The scope of HCC’s education programs or activities
* How to conduct an investigation
* The Grievance process including hearings
* The Appeal Process
* How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias
* Issues of relevance of questions and evidence, including when questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant
* Issues of relevance to create an investigative report that fairly summarizes relevant evidence