



Association of
Title IX Administrators

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Did You Know... Staffing Gaps Don't Have to Become Compliance Risks?

Alisha Carter Harris, M.S.
Lauren Starnes, J.D.



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Presenters



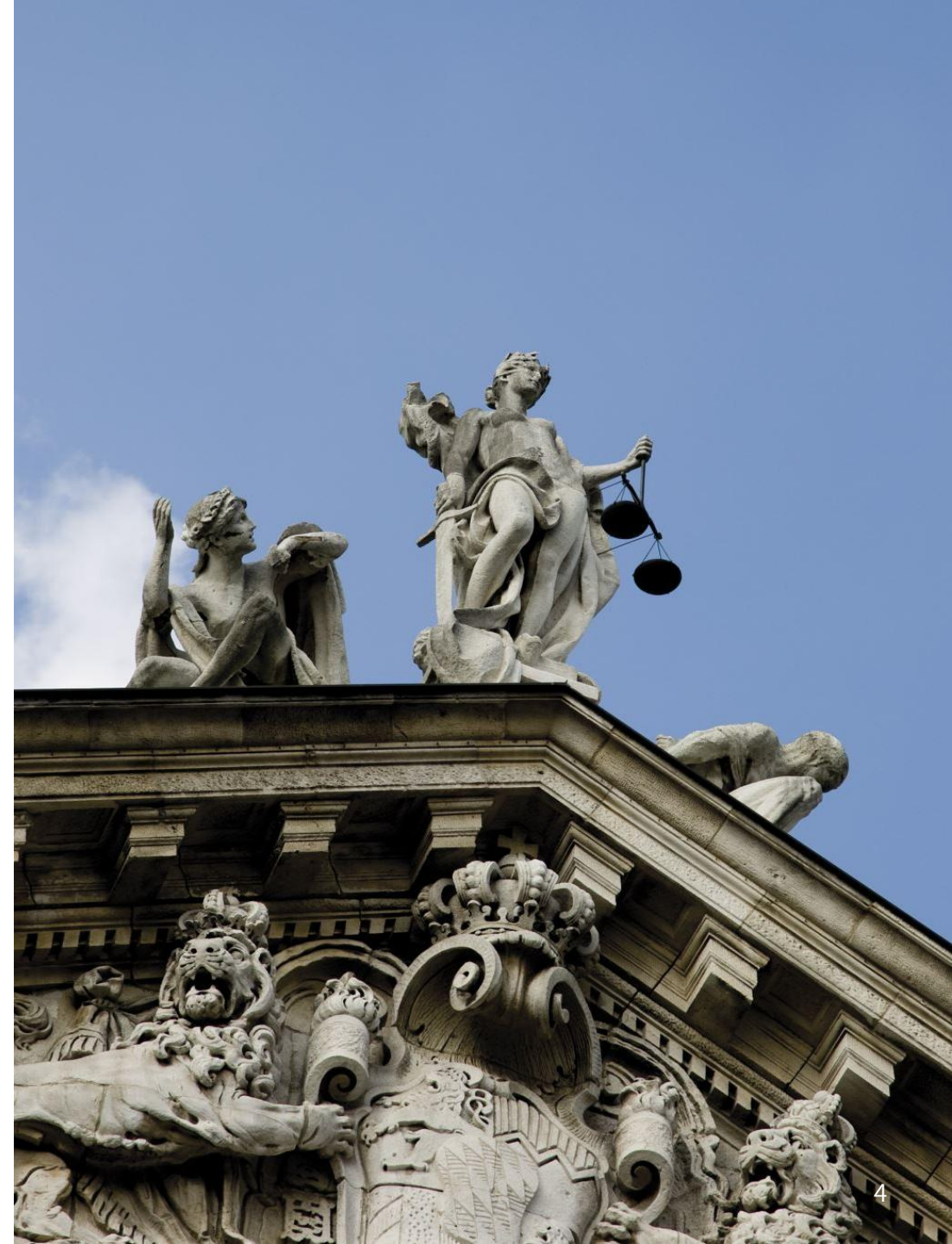
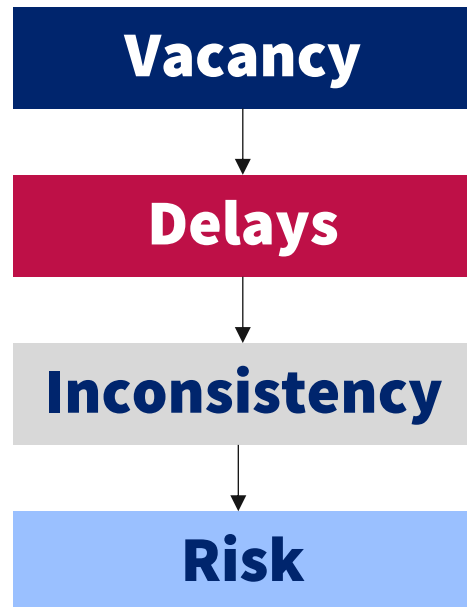
Alisha Carter Harris, M.S.
Senior Supervising Consultant, TNG



Lauren Starnes, J.D.
Senior Consultant, TNG

Staffing Gaps: Not Only HR Issues

Gaps become compliance risks when essential functions slow down, become inconsistent, or depend on employees who are already overextended



Staffing Strain Causes

- Vacancy or sudden resignation
- Extended leave of absence
- Turnover or retirement
- Increased caseloads or seasonal surges
- Major investigations requiring significant staff time
- Institutional restructuring
- New or expanded compliance responsibilities
- Budget reductions or hiring freezes



Warning Signs You Need More Capacity



Case timelines slipping



Documentation quality is declining



Complaints waiting for assignment



Inconsistent communication with parties



One person owns too many critical functions



Strategic work stalled because urgent work consumes team time



Staff members covering unfamiliar responsibilities

Short-term Vacancies Create Long-term Consequences

- Delayed response
- Inconsistent decisions
- Loss of institutional knowledge
- Staff burnout
- Poor handoffs
- Increased complaint or litigation exposure
- Reduced trust in the process
- Temporary conflicts of interest



The Right Support for the Need

NEED	Targeted Support	Limited Capacity Support	Temporary Coverage	Bridge Support	Full Interim Leadership	Long-Term Outsourced Support
SUPPORT	Case-specific support	Part-time ongoing support	Leave or transition coverage	Support while recruiting	Someone temporarily leads the function	Ongoing external management or capacity

Supporting the Most-Relied-Upon Roles

Experienced professionals can step into critical compliance, resolution, and operational roles when your team needs additional capacity

Leadership

- Interim Title IX Coordinator (TIXC)
- Deputy TIXC
- Title VI Coordinator (TVIC)
- ADA/Section 504 Coordinator

Resolution Roles

- Investigator
- Hearing Officer
- Decision-Maker (DM)
- Advisor
- Adjudicator

Operational Support

- Case Manager
- Student Affairs support
- Operational support
- Administrative support

The Role of Effective Interim Support

- Preserve continuity
- Maintain resolution timelines
- Stabilize processes
- Reduce strain on existing staff
- Retain institutional knowledge
- Identify operational gaps
- Prepare the program for its next permanent leader

Short-Term vs Long-Term Scenarios

Scenario 1: Unexpected Leave

- A Coordinator takes unexpected leave during an active case cycle. Complaints still need assessment, parties still need communication, and timelines still matter.
- The institution must quickly cover active matters, maintain communication, and keep a temporary absence from disrupting the process.

▪ Scenario 2: A Role That Stays Open Too Long

- An institution has struggled to fill a key compliance role. Existing staff members are stretched, urgent work is consuming the team, and strategic priorities have stalled.
- The institution needs interim leadership to stabilize operations, support active matters, identify process gaps, and prepare for a successful permanent transition.

Managing the Vacancy and the Transition

- **When a key role becomes vacant, the immediate priority is continuity**
 - Keep active complaints and responsibilities moving
 - Maintain communication, timelines, and compliance obligations
 - Reduce the burden on existing staff
- **Once coverage is in place, the priority shifts to sustainability**
 - Identify the right permanent leader
 - Preserve institutional knowledge and effective processes
 - Address operational gaps before the new leader arrives
 - Create a deliberate handoff of responsibilities, records, and active matters
- **The goal is a planned transition, not simply an end to the vacancy**

From Immediate Coverage to Long-Term Capacity

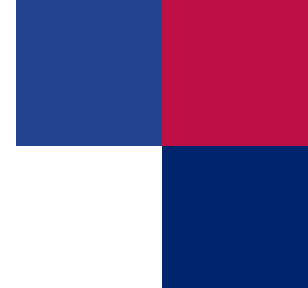
- **Preserve Continuity, Compliance, and Institutional Knowledge**
 - Interim and outsourced services
 - Investigations
 - Hearing and DM support
 - Paraprofessional and operational support
- **Build Sustainability and Capacity**
 - Placement services
 - Program review during transition
 - Customized training for new or reorganized teams

The background features a large, stylized 'V' shape composed of various shades of blue. In the top right corner, there is a small graphic consisting of a red square and a dark blue square. The word 'Questions?' is written in a large, white, sans-serif font, centered on the left side of the slide.

Questions?

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