



# Title IX Program Overview



KAISER PERMANENTE  
BERNARD J. TYSON  
SCHOOL OF MEDICINE



- **Confidential resources.** The school offers confidential resources for complainants, respondents, or witnesses who may wish to speak with someone but do not want to formally report the incident to the school. Students may contact [Student Psychological Services](#) (must be signed on to the Kaiser Permanente network) or the [Office of Student Affairs](#). In addition, students, faculty, and staff can access resources through the Employee Assistance Program, including the 24/7 Immediate Access Hotline at 877-801-5751.

## How to File a Complaint

Complaints of sex- or gender-based discrimination, harassment, and/or retaliation may be communicated verbally, online, by email, or by contacting the Ethics and Compliance Hotline. Filing an informal, anonymous report does not automatically trigger a formal investigation by the school except in extremely limited circumstances amounting to a compelling health or safety threat. Formal complaints must be submitted in writing.



You may file a report or formal complaint via the following channels:

- By email: [titleix@kp.org](mailto:titleix@kp.org).

- By mail: Contact the Title IX Coordinator or other school official c/o Kaiser Permanente Bernard J. Tyson School of Medicine, 98 South Los Robles Ave., Pasadena, CA 91101.
- By using the [online reporting form](#). Anonymous reports are accepted.
- By contacting the Ethics and Compliance Hotline at 888-774-9100. Anonymous reports are accepted.

## What Happens When I File a Report or a Formal Complaint?

The Title IX Coordinator will promptly meet with the complainant and discuss the complaint and supportive measures available to them whether or not they decide to pursue an official complaint. If the complainant does not wish to submit a formal complaint, the Title IX Coordinator determines whether to initiate a formal complaint based on a violence risk assessment.

During the initial assessment, the Title IX Coordinator also determines if the allegations, if true, would constitute Tier I, Tier II, or a combination of Tier I or Tier II prohibited conduct, and then identifies the appropriate next steps. If a formal complaint is filed, the Title IX Coordinator provides notice to all known parties.

Depending on the assessment by the Title IX Coordinator, the school will initiate either an informal resolution or a formal grievance process, which includes an investigation and a hearing. All investigations are conducted in a thorough, reliable, impartial, prompt, and fair manner. Investigations involve interviews with all relevant parties and witnesses, obtaining available relevant evidence, and identifying sources of expert information.

A Hearing Officer is appointed by the Title IX Coordinator to serve as the decision-maker for the hearing. Hearing procedures are divided into two tiers, depending on the type of policy violations.

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To initiate an informal resolution for Tier I violations, a complainant needs to file a formal complaint first. Informal resolution of Tier I offenses can include an alternate resolution process, including mediation, restorative practices, or informally resolving the situation through supportive measures by the Title IX Coordinator. Informal resolutions are not acceptable under Tier I when the matter involves a student complainant and a staff or faculty respondent. All parties must consent to use this process. Complaints addressed by this method cannot be appealed.

For Tier II offenses, either party can propose an informal resolution at any time. If both sides agree, options for resolution may include an agreement to stay away from persons, alter behavior, or change schedules.



Decisions for informal resolutions are typically reached within 60 days. Investigations of a formal complaint begin within 60 days after a Notice of Allegations letter is sent to the respondent, with a hearing taking place within 30 days from the issue of the investigation report.

## Appeals Process

Either party may request an appeal of the hearing outcome through a written appeal submitted to the Title IX Coordinator within five days of receiving notice of the decision. The appeal process is determined based on the type of allegations, either Tier 1 or Tier II, involved.

Grounds for appeal may include the following:

- Procedural irregularities that affected the outcome
- New evidence that was not reasonably available at the time of the decision
- The Title IX Coordinator, investigators, or Hearing Officer had a conflict of interest or bias toward either party

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If the appeal request does not meet the grounds in this policy, the request will be denied and the parties and their advisors will be notified in writing of the decision and reasoning behind it. If the request moves forward, the appeal panel will decide the appeal.



## FAQs

For answers to frequently asked questions about the Title IX process, [visit our Title IX Program website.](#)



## About the KPSOM Title IX Office

The Title IX Office manages our school's response to reports of discrimination, including alleged violations of the Policy Prohibiting Sexual Misconduct, Sex Discrimination, Sexual Harassment, and Retaliation under the oversight of our Office of Ethics and Compliance. Lindsey Green, Compliance Practice Specialist, serves as the school's Title IX Coordinator and is responsible for overseeing the Title IX Program at the Kaiser Permanente Bernard J. Tyson School of Medicine. She can be reached at: [lindsey.x1.green@kp.org](mailto:lindsey.x1.green@kp.org).

