# Appendix E

#### Interview Questions for Title IX, Section 504, and ADA Coordinators

Name:

Title:

Functional Area of Responsibility:

1. How long have you been the designated coordinator?*)*
2. What training have you received related to your coordinator duties?
3. Is there a job description for your coordinator duties?

Describe your duties:

1. How much time you devote to coordinator duties?
2. How do you inform employees/students of your position and the complaint process?
3. Describe the procedure for processing a complaint:
4. What records do you maintain regarding complaints?
5. Where are the records maintained?
6. What Equal Opportunity, Diversity or Affirmative Action programs or activities have been implemented in your program or department with positive results?

10.What areas do you see as needing improvement and/or attention in order to provide Equal Opportunity or insure Diversity in the student population? Staff?