# Title IX Formal Resolution Process for Employees At-A-Glance

## I. INTAKE

- Complainant makes a report to Senior Official (complaints against students, Dean of Students; complaints against faculty, Dean of the College; complaints against staff, Assistant VP of Human Resources or, in any case, the Title IX Coordinator).
- Complainant or College has decided to proceed with a complaint.
- Initial Title IX assessment (i.e. interview with Complainant or written summary from Complainant) leads to Senior Official determining threshold is met for further investigation and adjudication.
- If the Senior Official determines threshold not met, Complainant can appeal to the designated appeal officer (complaints against students, AVP of Student Affairs; complaints against staff, Vice President for Finance; complaints against faculty, President)

## II. INVESTIGATION

### a. Notice of Investigation

- Complainant is notified that Respondent** will be contacted.
- Respondent is notified of investigation, which includes a brief summary of the issue and relevant information, plus a request for an interview with the investigator within 5 business days; failure of Respondent to participate or respond will not delay the process.
- Both receive requests for witness names and all exhibits/evidence; both are reminded retaliation is prohibited; both are reminded of support resources and the right to a support person of their choice.

### b. Investigation

- Complainant is interviewed; a summary is written
- Respondent is interviewed; a summary is written
- Relevant witnesses are interviewed; summaries are written
- Audio recordings may be made during interviews; they are kept in the Title IX conduct file; transcripts of the interviews are created by the investigator and are exhibits in the report.
- Complainant and Respondent and witnesses are asked to provide all correspondence with other parties that relates to the case.
- Preliminary investigative report and supplemental materials are made available to both parties.

### c. Preliminary Investigative Report

- Complainant interview summary/ies and addenda and transcripts.
- Respondent interview summary/ies and addenda and transcripts.
- Witness interview summary/ies and addenda and transcripts.
- Exhibits and evidence.
III. ADJUDICATION

a. Adjudication

- The final investigative report will form the basis for the Senior Official or an outside adjudicator to make decisions and recommendations.
- The final investigative report may include a finding of violation or no violation of the policy.
- Any action taken against a faculty or staff member will be consistent with applicable employment contracts, collective bargaining agreements, and faculty/staff handbook.

b. Notice of Outcome

- Senior Official sends outcome letter to Respondent and Complainant
- Includes(policy violation(s), findings of responsibility on policy violations, and appeal process (including deadlines)
- The letter is also sent to the Title IX Deputy Coordinator and other relevant staff on a need-to-know basis.

c. Appeal

- The appeal starts a new time clock and extends the process
- Both/either Complainant and Respondent can appeal on two grounds: new information/evidence or procedural error that would have a material impact on the outcome.
- Due within 5 business days of Notice of Outcome
- Designated Appeal Officer, who responds within 10 business days (complaints against students; AVP for Student Affairs, complaints against a staff member; Vice President for Finance and Treasurer of the College, complaints against a faculty member; President)
- If the threshold for appeal is met, the other party is informed and allowed an opportunity to respond