Report of discrimination received by the Equity HR Officer or Title IX Coordinator [1]

Upon receiving the Complaint, the Equity HR Officer or Title IX Coordinator shall conduct a preliminary investigation [2].

If the Complaint does not describe a possible violation, the matter will be referred to the appropriate non-equity process.

If the Complaint describes a possible violation, the Equity Officer or Title IX Coordinator (or their Designee), in consultation with the Equity HR Officer, will refer the matter to the appropriate procedural process and provide appropriate interim remedies.

Under those circumstances, the Equity HR Officer or Title IX Coordinator may counsel and suggest monitoring or training opportunities to correct for inappropriate behavior that does not rise to the level of a violation.

The Equity Officer or Title IX Coordinator promptly appoints a trained investigator or team of trained investigators to investigate. Parties will be notified within ten business days that an investigation has commenced. [3]

The Investigator(s) will make efforts to include interviews with the Parties and relevant witnesses, obtain evidence and identify sources of expert information if necessary. The Investigator(s) will provide an investigative report to the Equity Officer or Title IX Coordinator (depending on the nature of the Complaint), and Supervisor [6]

During the Equity Resolution Process and prior to making a determination whether the alleged violation has occurred, the Equity Officer or Title IX Coordinator (or their Designee), in consultation with the Equity HR Officer may provide interim remedies. [4]

Additionally, all parties are allowed to have an Advisor of

The Equity Officer or Title IX Coordinator will review the investigation. Based on that review, they will make a summary determination whether there is a sufficient basis to proceed with the Complaint that the Respondent [7] is responsible for violating the University’s Anti-Discrimination Policies.
The Equity HR Officer and Supervisor will attempt to meet separately with the Complainant and the Respondent to review the alleged policy violations and the investigative report.

If the Equity Officer or Title IX Coordinator determines that there is an insufficient basis to proceed with the Complaint, then the process will end.

The Complainant and the Respondent will be sent written notification of the determination.

The Equity Officer or Title IX Coordinator may counsel and suggest monitoring or training opportunities to correct for inappropriate behavior that does not rise to the level of a violation.

The Complainant may request reconsideration of the summary determination ending the process by filing a written request with the Equity Resolution Appellate Officer within five (5) business days of notice of the summary determination.

In a Conflict Resolution meeting, a neutral, University-assigned facilitator will foster dialogue with the Parties to an effective resolution, if possible. The Complainant’s and the Respondent’s Advisor may attend the Conflict Resolution Meeting. The Equity Officer or Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the agreed upon resolution may result in sanctions. In the event the Parties are unable to reach a mutually agreeable resolution, the investigation will be referred to the Administrative Resolution process.

The Investigator(s) will provide an investigative report to the Equity HR Officer and Supervisor and Parties.

The Equity HR Officer and Supervisor will attempt to meet separately with the Complainant and the Respondent to review the alleged policy violations and the investigative report.
The Respondent may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If the Respondent admits responsibility, in whole or in part, the Equity HR Officer and Supervisor will render a finding that the individual is in violation of University policy for the admitted conduct.

For any disputed violations, the Equity HR Officer and Supervisor will render a joint finding utilizing the preponderance of evidence standard.

The Equity HR Officer and Supervisor will also render a finding on appropriate sanctions or remedial actions [15], if applicable.

The Equity HR Officer will inform the Respondent and the Complainant of the joint finding on each of the alleged policy violations and the joint finding on sanctions for findings of responsibility, if applicable, within five (5) business days of the findings [16], without significant time delay between notifications.

The findings and sanctions are subject to appeal [17]