FACULTY AND STAFF INVESTIGATION FLOWCHART*

**COMPLAINANT: INTERVIEW**
Informed of policy and process. C provides details of allegations. C is asked about witnesses and any other evidence.

C gets statement for review, comments, questions

C feedback is reviewed, and relevant info is incorporated into statement

**RESPONDENT: 1ST MEETING**
Informed of policy and process. R is provided with information about the allegations.

**RESPONDENT: 2ND MEETING**
R responds to allegations. R is asked about witnesses and any other evidence.

R gets statement for review, comments, questions

R feedback is reviewed, and relevant info is incorporated into statement

**WITNESS: INTERVIEW**
Informed of policy and process. Relevant witnesses are identified by C and R, and by other witnesses. Office for Institutional Equity may also identify relevant witnesses.

W sent statement for review and comment

W feedback is reviewed and relevant info is incorporated

**OTHER EVIDENCE**
Other relevant evidence is gathered and reviewed. Includes evidence provided by C, R, W, or identified by OIE. Includes but is not limited to social media, texts, emails, photos, videos, etc.

**PRELIMINARY REPORT**
Report is sent to C and R for review, comments, and questions. (contains all relevant evidence, including relevant portions of C, R and W statements and other evidence gathered)

C and R feedback is reviewed. Additional investigation as warranted

No additional investigation. No relevant information added to Preliminary Report

Evidence does not support findings of policy violation or inappropriate behavior. Matter is closed

Policy violation or inappropriate behavior was found. Referred to appropriate administrator for action

Any disciplinary action imposed may be grieved using applicable grievance process

*This process can be modified, as appropriate. In addition, the interviews and evidence gathering described above do not always occur in the order illustrated.

NOTE: In the charts below, the following abbreviations are used:
C = Complainant
R = Respondent
W = Witness(es)