Equity, Civil Rights, and Title IX Office

Title IX Misconduct Investigation Process: Employee Procedures

1. Complainant meets with ECRT for an interview
   - Complainant shares information about their experience with Investigator, and investigator asks questions.
   - Complainant will have three calendar days to review statement summary
   - Complainant can provide evidence at or following this interview.

2. Complainant or Title IX Coordinator files a Formal Complaint requesting Investigative Resolution
   - Title IX Coordinator reviews within one business day
   - Respondent is notified immediately upon receipt of a Formal Complaint and next step.

3. ECRT Meets with Respondent
   - Respondent shares information about their experience with Investigator, and Investigator asks questions.
   - Respondent will have three calendar days to review statement summary

4. ECRT interviews witnesses + gathers additional information
   - Timing ranges from approximately 1 week to 6 weeks
   - Each Witness has two business days to respond to statement summary

5. Preliminary Report Review
   - Parties have 10 calendar days to respond
   - ECRT provides Complainant and Respondent with preliminary report, which includes all relevant information gathered by the Investigator
   - Investigator reviews new information provided by parties and incorporates as appropriate

6. Pre-Hearing Meeting
   - Occurs approximately 1-2 weeks after final report completion
   - Complainant and Respondent meet separately with ECRT staff to discuss the final report, logistics of the hearing, and remainder of process

7. Hearing
   - Hearings occur over Zoom
   - The Hearing Officer and each party’s advisor may ask questions of Complainant, Respondent, and/or Witnesses
   - Complainants and Respondents never speak directly to one another

8. Hearing Outcome
   - Communicated simultaneously to Complainant and Respondent ideally within 30 days of hearing
   - Potential outcomes -
     - Evidence supports that Respondent violated Policy
       - Sanctions are included in hearing outcome.
     - Evidence does not support that Respondent violated policy

9. Appeal
   - Either party may (but is not required) appeal the finding within 14 calendar days of receipt of Final Report
   - Non-appealing party has 14 business days to respond
   - External reviewer makes determination