## 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.