**Equity, Civil Rights, and Title IX Office**

**Federal Rule Sexual and Gender-Based Misconduct Investigation Process: Employee Procedures**

<table>
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<th>Step</th>
<th>Description</th>
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| 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 |