

# Equity, Civil Rights, and Title IX Office

## Other Sexual & Gender-Based Misconduct/Discrimination 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

### 2 Complainant files a Formal Complaint requesting Investigative Resolution

- Title IX Coordinator reviews within one business day
- If approved, Respondent is notified immediately

### 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

### 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 incorporates any new information from parties in to final report

### 4 ECRT interviews witnesses + gathers additional information

- Timing ranges from 1 week to 6 weeks.
- Each Witness has two business days to respond to statement summary

### 6 Final Report Drafting + ECRT Internal Review

- Occurs as soon as possible after receipt of feedback from both parties
- Investigator drafts analysis + finding.
- ECRT internally reviews entire report + finding.

### 7 Distribution of Final Report

- Investigator distributes final report, including finding as to whether or not policy was violated, to both parties simultaneously.
- If sanctioning needed, Respondent's supervisor works with HR to determine sanctioning and ECRT shares with both parties when possible

### 8 Appeal

- Either party may (but is not required to) 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

