Sexual Misconduct Overview of the Investigation Process

Formal Complaint Filed

- Complainant files a formal complaint form
- Formal complaint is reviewed by the Title IX Coordinator and Title IX Investigator
- **Deputy Title IX Coordinators** may be consulted, depending on nature of claims

Intake Conversation with Complainant

- Title IX Investigator seeks clarification of complaint, as needed and solicits identities of witnesses
- Confirms Complainant's desire to move forward with complaint
- **Provides Complainant** information on support measures, resources, & rights

Written Notice to Respondent

- Respondents receive written notice of formal sexual misconduct complaints
- Notice contains many details about the allegations directed against them
- Respondents also receive information on support measures, resources, & rights

Interviews of **Parties**

- Complainants are interviewed early in the investigation process
- Additional information may be requested of parties (and witnesses) throughout the investigation process

Investigative Report **Finalized**

- Parties receive the final report
- If the Respondent is a student, it is also provided to the Vice President of Student Affairs/Dean of Students
- If the Respondent is an employee, it is also provided to the Respondent's immediate supervisor

Investigative Report Drafted

- The parties receive a copy of the preliminary investigative report and may offer feedback within 10 days, should they identify errors or omissions of fact
- The Investigator may make edits, depending on the feedback from the parties

Additional Information Gathering

- Title IX Investigator determines whether additional relevant information is available and necessary
- Parties and witnesses may have follow up interviews or conversations with the Title IX Investigator, as needed

Witnesses

Interviews of

If there are witnesses. they are interviewed and invited to share information (e.g., emails, text messages, photos) and the identities of additional witnesses

