TITLE IX PROCESS
Reporting and Investigation for Employees

Incident is Reported to the University

Incident is reported directly to Title IX Coordinator or to a Responsible Employee who then reports it to the Title IX Coordinator (notification can come from faculty, staff, student, visitor or other (i.e. off campus police, media, etc))

The incident is recorded in the internal database(s)* and The Office of Compliance, EOAA will send an outreach email with support options and offer to meet with employee

Office of Compliance, EOAA performs assessment to determine if imminent danger to the Complainant and/or University Community. Also determines if reporting to law enforcement is necessary.

Complaining Party declines to pursue Internal Resolution Options

No further internal investigation action is taken except in cases where imminent risk to the University Community is indicated. Support services are still offered to the employee through SRVSS, University Health and Impact Solutions.

In cases where imminent risk is indicated, the Office of Compliance, EOAA will assess risk then impose interim measures as needed. If imminent risk is determined, the Office of Compliance, EOAA will initiate an investigation as the Complainant.

If the Office of Compliance, EOAA does initiate an investigation, it will follow the Formal Resolution process.

Complaining Party requests/consents to participate in Internal Resolution Process

Informal Resolution**

Both parties must agree to participate (if they do not it will move to a formal resolution)

Parties propose resolution, if both agree on an outcome an agreement is drafted and signed by both parties and the Title IX Coordinator.

Investigation Closed

Investigation is conducted

Office of Compliance, EOAA determines if policy has been violated

If a policy violation occurred, findings and recommendations for sanctions sent to employee's supervisor/appointing authority

If no policy violation is found then case closed

Parties have a 15 day appeal period

Sanctions upheld if no appeal

Investigation Closed

*These database(s) are used by approved university personnel only

**University Policy does not allow/informal resolution of sexual misconduct, stalking, or intimate partner violence.