Formal Process

A complaint is brought to AA/EO within 6 mo of event. The time may be waived only in interests of justice. A complainant may ask for informal or formal process:

Informal Process

The AA/EO office investigates to the extent necessary to resolve the matter. Must be formal complaint first and parties must agree in writing. May include mediationconciliation, depending on the circumstances. The informal process may resolve the matter through restorative justice, an agreement, or other means to help the parties move forward. Either party may change to the formal process at any time. Not available when student against faculty/staff.

Supportive Measures

Supportive measures may be provided to the parties at any time throughout the process, as needed and reasonably available.

Formal Process

The complainant or AA/EO files a written, signed complaint detailing the allegations against the respondent.

The AA/EO Office notifies the respondent of the complaint, their rights, and the opportunity to respond.

The AA/EO conducts an investigation. Both parties can provide evidence and witnesses.

AA/EO creates a report summarizing the evidence. Each party is given a copy of the report and 10 working days to provide a written response to the report.

The report and responses are given to the chair of the appropriate hearing committee (and the Title IX Hearing Officer, if utilized). A live Title IX hearing is conducted. Evidence and witnesses reviewed (questions asked of committee/advisors). Committee or a panel makes decisions of whether it was more likely than not that policy was violated (preponderance standard) and appropriate sanctions.

For staff respondents: Hearing committee and chair constituted from the Personnel Relations Committee created under PPM 3-31.

For student respondents: Hearing committee and chair constituted from the Student Code Review Committee created under PPM 6-22.

For faculty respondents: Hearing committee and chair constituted from the Faculty Board of Review created under PPM 1-13.

Either party may appeal through the following processes, based on limited grounds. Appeal decision-maker depends on the status of the respondent.

For staff respondents: Appeal to the president.

For student respondents: Appeal to the University Due Process officer.

For faculty respondents: Appeal to president. Dismissal of tenured faculty approved by Board of Trustees.

The AA/EO will conduct an informal review 90 days after resolution or sanctioning, as necessary.