## FORMAL RESOLUTION PROCESS

The Office of Equity and Inclusion (OEI) receives a report of sexual or relationship misconduct.

A staff member from OEI contacts the person who experienced the reported misconduct to provide information about options and resources available to them, and extend an invitation to meet.

The person chooses to meet. The OEI staff member reviews the person's options and resources. The person may request protective measures from OEI. The person may also choose to make a formal complaint and proceed with an investigation.

The person chooses not to meet.

The person requests to not move forward with an investigation into the alleged misconduct. The Office of Equity and Inclusion can typically honor that person's request.

## START OF INVESTIGATION

The person—the Reporting Party—chooses to proceed with an investigation into the alleged misconduct. The Reporting Party will meet with an investigative team from OEI to provide more information about the alleged misconduct. The Reporting Party may also provide evidence and/or the names of relevant witnesses to the investigative team.

The Executive Director (ED) of OEI sends a Notice of Investigation to the person alleged to have committed the misconduct—the Responding Party—to notify them of the allegations, the investigative resolution process, their rights and responsibilities in that process, and the resources available. The Reporting Party receives concurrent Notice of Investigation.

The Responding Party meets with the investigative team from OEI to provide more information about the alleged misconduct. The Responding Party may also provide evidence and/or the names of relevant witnesses to the investigative team.

The investigative team completes the investigation by conducting interviews with relevant witnesses, gathering evidence, conducting follow-up interviews if necessary, and writing an investigative report documenting its findings. Reporting and Responding Parties have the ability to review and respond to all evidence prior to the report being finalized.

The investigative report is submitted to the ED. The ED reviews the report and may consult with other appropriate University authorities about the report if necessary.

## NOTICE OF OUTCOME

The ED makes a determination about responsibility and sanctions (if applicable) pursuant to the alleged violations of policy. Responsibility is determined using the preponderance of the evidence ("more likely than not") standard. The ED communicates the decision to the Reporting and Responding Parties concurrently.

## APPEALS PROCESS

The Reporting and Responding Parties both have five (5) working days to appeal the ED's findings. Appeals must be based on the grounds listed in the policy. If one party appeals the decision, the other party is given the opportunity to respond to that appeal.

This response must come within five (5) working days.

The Appeal Officer reviews all documents related to the investigation to determine if the appeal is substantiated under one of appropriate grounds for appeal.

If the Appeal Officer determines that the appeal does not meet the grounds as stated above, the Appeal Officer will notify both parties of the outcome. If the Appeal Officer determines that the appeal does meet the grounds as stated above, the Appeal Officer will take appropriate action as directed in the policy. The Appeal Officer will communicate a decision in writing to both parties at the same time.