PROCESS FOR NON-TITLE IX SEXUAL HARASSMENT COMPLAINTS

Supportive Measures are available to all parties, with or without the filing of a Formal Complaint.

Complainants and Respondents can have an advisor and support person as a part of the complaint process.

Report Initiation

Initial Assessment

Investigation Period

Adjudication Period

Appeal Period

Case Closed/Moved to Different Procedures

DTIX's goal is to complete the complaint process, from issuance of the NOA through appeal, in 120 business days. University holidays, exam periods, requests for extensions, etc. can delay this process.

Report is filed with DTIX via online reporting tool

DTIX receives report and sends email outreach, which includes information about DTIX and Title IX, resources, and supportive measures, and requests meeting with Complainant

DTIX meets with Complainant

Complainant does not file Formal Complaint and report is reviewed by DTIX to determine whether additional administrative action is necessary

Complainant files Formal Complaint in writing

DTIX requests meeting with Respondent prior to start of investigation to discuss Formal Complaint process, resources, and supportive measures

DTIX reviews Formal Complaint and issues Notice of Allegations to Complainant and Respondent which initiates the formal grievance process

Informal Resolution (only available in student on student and employee on employee matters)

At any time after filing a Formal Complaint in writing, either Complainant or Respondent can request Formal Resolution in writing. Both Complainant and Respondent must agree voluntarily and in writing to engage in Informal Resolution and either party can withdraw at any time.

In each matter before the Department of Title IX, a fact-finder is engaged to review the evidence and determine the facts by the preponderance of the evidence. The fact-finder is bound by the rules of evidence and is required to make findings of fact and conclusions of law.

If either Complainant or Respondent appeals, the other will be made aware and have the opportunity to respond to the appeal. Appeal materials from Complainant and Respondent are sent to Appeal Officer. Appeal Officer may affirm original determination or modify. Appeal Officer determinations are final. DTIX implements sanctions, if any.

Appeal Officers will have ten business days to review appeal and issue written determination

If you have questions or concerns about this process, please contact DTIX at titleix@emory.edu.

Each matter before the Department of Title IX is analyzed on a case-by-case basis. The above processes may vary at the discretion of the Department of Title IX.

Please note: Title IX is a federal law. The process outlined above is largely governed by the Title IX law.