PROCESS FOR NON-TITLE IX SEXUAL HARASSMENT COMPLAINTS

Supportive Measures are available to all parties throughout the duration of 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 reviews Formal Complaint and issues Notice of Allegations to Complainant and Respondent which initiates the formal grievance process

DTIX reviews Formal Complaint, dismisses Formal Complaint, and notifies Complainant and Respondent of dismissal. DTIX may refer the reported concerns in the Formal Complaint to other appropriate offices.

Investigator contacts Complainant and Respondent to schedule investigative interviews and gather documentation. Participation by Complainant and Respondent is voluntary

Investigator contacts Witnesses, if identified and relevant, to schedule investigative interviews and gather documentation. Participation by Witnesses is voluntary

Investigator drafts Report of Investigation (ROI) which includes procedural history of the Formal Complaint and shares with Complainant and Respondent

Investigator determines whether additional investigation is necessary, reviews and incorporates Complainant and Respondent responses into final ROI. AND determines whether a policy violation occurred and, if so, makes sanction recommendations

Investigator submits final ROI to University Title IX Coordinator who will make final determination as to the recommended sanctions. if any

University Title IX Coordinator sends simultaneous Notice of Outcome and notice of right to appeal to Complainant and Respondent

If neither Complainant nor Respondent appeals, Investigator decision regarding responsibility and sanctions stands and DTIX implements sanctions, if any

If one party 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

Informal Resolution (only available in student Respondent matters or employee on employee matters)

At any time after filing a Formal Complaint in writing, either Complainant or Respondent can request informal 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.

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.