PROCESS FOR TITLE IX SEXUAL HARASSMENT COMPLAINTS



Title IX

Office of Institutional Equity and Compliance

Initial Case Closed/Moved to Report Investigation **Adjudication Appeal Assessment Initiation Period Period** Period **Different Procedures** Informal Resolution (only available **Supportive Measures are** in student on student and Report is filed with DTIX via online available to all parties, employee on employee matters) reporting tool with or without the filing of a Formal Complaint. At any time after filing a Formal DTIX receives report and sends email outreach, which includes Complaint in writing, either Complainant or Respondent can information about DTIX and Title IX, resources, and supportive Complainants and measures, and requests meeting with Complainant request Informal Resolution in Respondents can have an writing. Both Complainant and advisor and support Respondent must agree voluntarily person as a part of the **DTIX** meets with Complainant and in writing to engage in Informal complaint process. Resolution and either party can withdraw at any time. Complainant does not file Formal Complaint and Complainant files Formal Complaint in report is reviewed by DTIX to determine whether writing additional administrative action is necessary DTIX reviews Formal Complaint, **DTIX reviews Formal Complaint** dismisses Formal Complaint, and and issues Notice of Allegations DTIX requests meeting with notifies Complainant and Respondent prior to start of to Complainant and Respondent, Respondent of dismissal. DTIX may which initiates the formal investigation to discuss Formal refer the reported concerns in the Complaint process, resources, grievance process Formal Complaint to other and supportive measures appropriate offices Investigator contacts Complainant and Respondent to schedule DTIX's goal is to complete the investigative interviews and gather documentation. Participation by complaint process, from issuance Complainant and Respondent is voluntary of the NOA through appeal, in 120 business days. University holidays, Investigator contacts Witnesses, if identified and relevant, to schedule exam periods, requests for investigative interviews and gather documentation. Participation by extensions, etc. can delay this Complainant and Witnesses is voluntary process. Respondent have ten business days to review and respond to the DRE Investigator prepares Directly Related Evidence (DRE) packet with packet interview summaries and documentation gathered by investigator and Complainant and shares DRE packet with Complainant and Respondent only Respondent have ten business days to review Investigator determines whether additional investigation is necessary and and respond to draft reviews and incorporates Complainant and Respondent responses to DRE ROI packet into draft ROI with interview summaries and documentation gathered by investigator, and shares draft ROI with Complainant and Respondent only Investigator incorporates responses into draft ROI and creates final ROI. Hearing is scheduled at University Title IX Coordinator sends simultaneous Notice of Hearing and least ten business days final ROI to Complainant and Respondent from date of receipt of final ROI DTIX holds live hearing Hearing Officer issues written determination to Complainant and Respondent within fifteen business days of the conclusion Hearing Officer issues written determination to Complainant and Complainant and of the hearing Respondent regarding responsibility and sanctions Respondent have seven business days to appeal Hearing Officer's decision based on grounds set forth Complainant and Respondent receive simultaneous notice of Hearing in policy Officer's decision and notice of right to appeal If neither Complainant nor Respondent appeals, Hearing If one party appeals, the other will be made aware Officer decision regarding responsibility and sanctions stands. and have the opportunity to respond to the appeal DTIX implements sanctions, if any, for a student Respondent Appeal materials from Complainant and Respondent are Appeal Officers have ten business days to sent to Appeal Officer review appeal and issue written determination. Appeal Officer may affirm original determination or modify The Appeal Officer will issue a written determination in response to the appeal. The Appeal Officer may affirm the If you have questions or concerns original determination/sanction or modify. Appeal Officer about this process, please contact determinations are final. DTIX implements sanctions, if any 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.