

OED Resource for the Sexual Harassment Complaint Process

Formal Complaint

The goal of the formal complaint process is to reach a determination as to whether a Respondent engaged in Prohibited Conduct.

Investigation Initiated

- OED receives complaint alleging violation of HR 0280 or university's sexual misconduct policy.
- OED gathers details of alleged violation from Complainant.
- OED notifies the Respondent's supervisor/appropriate administrator.
- OED notifies Respondent(s) and provides opportunity to provide information
- OED interviews witnesses and gathers additional information.

Findings

- OED notifies Complainant and Respondent of preliminary findings and provides opportunity to submit additional info.
- OED drafts report of investigation with investigative findings.

Completion of investigation

- Report sent to appropriate administrator
- Copies of report sent to parties simultaneously.
- Administrator notifies parties of determination of acceptance/non-acceptance of findings.
- Administrator takes action if policy violation is substantiated.

Privacy and Requests for Limited Action

- Information communicated to OED will be kept as private as possible and will be shared only as necessary to conduct a thorough and effective investigation.
- A Complainant may request that the Complainant's contact with OED not be disclosed to the Respondent, that no investigation be conducted, or that no disciplinary action be taken. When a Complainant makes a request that the university take such limited action, the university will seriously weigh that request against the university's obligation to provide a safe environment for all members of the university community including the Complainant.

Informal Resolution

The goal of the informal process is to attempt to reach a resolution that is acceptable to both the Complainant and the Respondent without a formal investigation.

Informal Resolution Process

- OED will speak to those people whose involvement is necessary to facilitate a resolution.
- This may include the Complainant and Respondent, followed by notification to the appropriate supervisors or administrators
- Possible informal resolutions might include, but are not limited to: (1) an agreement by Respondent to cease the behavior; (2) assisting the Respondent to better understand the effects of his or her conduct and ways in which the behavior might be changed; or (3) participation in education programs about equal opportunity or diversity.

Appeal

- Both parties have the right to appeal the findings of a formal investigation. The process depends on status the appealing party with the university. See Sexual Misconduct Policy Appendix D.

This document is a summary of OED Sexual Harassment Complaint Process. In the event there is a conflict between the summary and the Policy, the Policy governs.