RIT SEX DISCRIMINATION AND SEXUAL MISCONDUCT RESPONSE PROCESS FLOWCHART

For student and employee matters

REPORTS:
Reporting options include Public Safety, Human Resources, the Title IX Office, the Ethics and Compliance Hotline (anonymous), or an online reporting form that goes directly to the Title IX Office. Reports may also be made to local law enforcement or state police. Supportive resources are available to all members of the RIT Community. Retaliation is prohibited.

1. INTAKE:
Report received. Student-related reports are reviewed by PS and TIX. All reports involving employees are reviewed by HR and TIX.

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2. SAFETY ASSESSMENT:
A threat assessment is conducted, and emergency action is coordinated as needed. Emergency removal may be used temporarily for physical threats to health or safety.

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3. OUTREACH + SUPPORT:
TIX contacts complainant to review options, including law enforcement, and offer supportive measures (*e.g.*, mutual no-contact order, or housing, parking, class, or work adjustments).

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4. POLICY + PROCESS:
TIX determines what RIT policy applies (C27.0, D19.0, or C06.0) and explains applicable process information. Investigations may be initiated by the Complainant or, in certain circumstances, by the TIX Coordinator.

5. INVESTIGATION:
If an investigation is initiated either at the request of the Complainant or by the Title IX Coordinator, the parties receive a Notice of Investigation and Allegations (NOIA). For student respondents, Public Safety is the primary investigator (*i.e.*, interviews, evidence collection, etc.). For employee respondents, the TIX Office is the primary investigator. Investigations generally take between 60 to 120 days.

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6. EVIDENCE REVIEW:
TIX prepares an evidence review packet. Parties have 10 calendar days to review the information and provide feedback.

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7. FINAL INVESTIGATION REPORT:
TIX reviews the feedback, makes relevant updates, and finalizes the investigation report. The report is then referred to Student Conduct or HR based on the respondent's status.

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8. RESOLUTION:
For students, Student Conduct determines whether policy violations occurred and appropriate discipline through a hearing or other applicable process. For employees, HR makes that determination through a hearing (under Policy C27.0) or other applicable processes.

RESOLUTION AFTER INVESTIGATION: ESTIMATED 120-160 BUSINESS DAYS, INCLUDING A MUTUAL RESOLUTION AGREEMENT OR HEARING

IMPORTANT NOTES: This chart is a guide. See applicable RIT policies and procedures (C0.6.0, C27.0, or D.19) for applicable scope, rights and responsibilities, definitions, and other requirements. In all instances, RIT strives to move each matter forward efficiently while accounting for the circumstances of each case, but timeframes may vary based on the totality of circumstances. Parties will receive written notice of and rationale for any extensions. Parties may attend all meetings with an advisor of choice in matters governed by policies D19.0 or C27.0.