

RIT Title IX Investigation Process for Employees*

A person experiences alleged **sex discrimination**

Notice to RIT
 Person shares concern about an alleged incident with or reports to Title IX (TIX) Coordinator, Deputy Coordinators, Human Resource (HR) Manager, supervisor, other Responsible Administrator. Incidents may also be reported through the anonymous Ethics and Compliance Hotline or other online reporting options.

Initial Assessment and Interim Measures:
 TIX Coordinator and/or HR determine whether Interim Measures are appropriate pending Investigation. HR will implement the Interim Measures.

Initial Review
 Within two (2) business days of receipt of the complaint, TIX Office or HR will reach out to Complainant or Reporting Individual to discuss allegations and related conduct.**

Determination on applicability of Title IX.

Shall be made through the case management review process which may include the Office of Legal Affairs, HR, OCE, and TIX Office and is generally made within five (5) business days of the initial reporting conversation with the Complainant or other sources.

YES

NO

Notice of Investigation:
 Within three (3) business days of determination of TIX applicability, parties shall receive a written Notice of Investigation (NOI). TIX Office will provide parties with rights, responsibilities, options, and available resources.

Referral to Human Resources:
 Complainant and/or Reporting Individual will be notified by the TIX Office in writing that the matter will be referred to HR for further assistance.

YES

Investigation:
 Investigations will be conducted by the TIX Office. Investigator will strive to complete the investigation within thirty (30) to forty-five (45) business days. Investigations may include: interviews with relevant parties and the HRM for the applicable area, collection of information and documents, site visits, and other steps within the discretion of the TIX Office.

Reconsideration of TIX Applicability:
 Within five (5) business days of HR referral, the Complainant, Reporting Individual, or HR may request reconsideration on the grounds that there is new material and relevant information.

Review and Comment:
 Upon conclusion of the investigation, the TIX Investigator will forward the gathered information to HR. HR will share any material information that will be used to make a determination regarding responsibility with the parties. The parties will have five (5) business days to review the information and submit written feedback to HR if desired. Parties may also submit a statement regarding potential impact of a determination. Once all feedback and statements have been received from the parties, the investigation will be closed. HR will provide written notice to the parties that the investigation is closed.

Final Investigation Report:
 HR will draft the Final Investigation Report within ten (10) business days of receiving final comments from the parties. HR will make the final determination, based on the preponderance of evidence, whether the alleged conduct violated Policy C6.0. HR will make recommendations regarding corrective action, if any, to senior leadership.

Notice of Outcome:
 Within ten (10) days of receiving written notice that the investigation is closed, the parties shall receive from HR: (1) a written Notice of Outcome with a well-reasoned determination regarding basis for Outcome, and (2) a Final Report. When appropriate the supervisor, dean, or appropriate VP, together with HR, will meet with the parties to review the Notice of Outcome.

NO

Appeal:
 Either or both parties may appeal the Notice of Outcome within five (5) business days of receipt to the Vice President and Associate Provost for Diversity and Inclusion. The grounds for appeal shall be limited to determining whether: (1) the investigation was conducted in accordance with the policy, (2) the corrective action was appropriate for the violation, and (3) new information or evidence exists that was not available at the time of the investigation and may change the Outcome.

CASE CLOSED

*This flow chart is intended as guidance to the steps in the process for handling concerns about sex discrimination under RIT's Policy Prohibiting Discrimination and Harassment (Policy C06.0). For a complete description of the process and definitions of the terms used herein please refer to Policy C06.0, and related Procedures.

** Timeframes indicated may vary based on the circumstances of each case. Parties will be notified in writing if timeframe needs to be extended for any reason and the basis for any extension. In addition parties shall be permitted to bring an Advisor of Choice to any meetings related to cases under Policy C06.0.