

We make every effort to move through each phase of the process as efficiently as possible keeping in mind each complaint is different. There may be different timelines depending on the specific circumstances of each case.

RIT Sexual Harassment, Discrimination, and Sexual Misconduct Investigation Process for Students and Employees*

A person experiences alleged sex discrimination

Person can report to Public Safety (PS), Human Resources (HR), the Title IX Office (TIX), the anonymous hotline, or fill out an online report form

PS / TIX / HR will...

1. Review Report
2. Complete Threat Assessment
3. Coordinate emergency removal if needed with the appropriate office

An Emergency Removal may be issued temporarily based on physical threat to health and safety.

TIX will outreach to the Complainant. TIX to verify which policy applies (C27.0, D19.0, or C06.0) and to

Supportive measures may include Mutual No Contact Orders, assistance with a residential move, parking, class or employment adjustments

If C27.0 applies, option to file a formal Title IX Complaint will be explained and processed

If C27.0 does not apply, Complainant will be notified and given process information about D19.0 or C06.0

Investigation Stage

- TIX Office sends Notice of Investigation to Parties.
- Student Respondent-PS Investigator meets with parties/witnesses to collect statements
 - Employee Respondent-TIX Investigator meets with parties/witnesses to collect statements

Note: Employees/Students can request a TIX Advocate for support during the investigation

Estimated timeline for the investigation phase is 60-120 calendar days.

Evidence Review**

TIX Investigator prepares an Evidence Review Packet and shares with Parties for feedback. Parties have ten (10) calendar days to submit feedback

Estimated timeline for final resolution after investigation is complete including Mutual Resolution Agreement or Hearing is 60-120 calendar days.

Final Investigation Report (FIR)/Executive Summary

TIX Investigator makes relevant updates according to feedback and submits the FIR to Student Conduct (Students) or HR (Employees) for review and preparation for a hearing or less formal resolution

* This flow chart is intended as guidance to the steps in the process for handling concerns about sex discrimination under RIT's C27.0 Policy on Title IX Sexual Harassment for Faculty, Staff, and Students. For a complete description of the process and definitions of the terms used herein please refer to Policy C27.0, 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 D19.0 or C27.0