

RESOLUTION PROCEDURES

	Stage	Role	Actions	Time
	Reporting	Case Manager	<ul style="list-style-type: none"> Conducts initial assessment and determines policy fit. Implements interim measures and/or accommodations. 	5 Days
	Proceed to Investigation	Case Manager	<ul style="list-style-type: none"> If policy fit, appoints Investigator and notifies Complainant and Respondent. 	
	Informal Resolution	Case Manager	<ul style="list-style-type: none"> May be pursued at any time after report is filed. 	--
	Investigation	Investigator	<ul style="list-style-type: none"> Meets with involved parties and witnesses. Prepares draft investigative report. Provides draft to Respondent. 	10 Days
	Response	Respondent	<ul style="list-style-type: none"> Provides response in person and/or in writing to Investigator. 	5 Days
	Finalize Report	Investigator	<ul style="list-style-type: none"> Finalizes investigative report, submits to Provost's delegate. 	10 Days
	Decision-Making	Provost's Delegate	<ul style="list-style-type: none"> Reviews investigative report. Determines appropriate sanctions if policy breach. Provides decision to Respondent and Case Manager. 	
	Inform Complainant	Case Manager	<ul style="list-style-type: none"> Shares decision with Complainant as appropriate to ensure privacy and safety of Complainant and others. 	