TITLE VI PROCESS

TITLE VI COMPLAINT AGAINST A STAFF/ADMINISTRATOR

ADAPTED FROM APPENDIX A
PART A: INTAKE MEETING AND ALTERNATIVE SOLUTIONS

Step 1: Incident Report

Step 2: Individual Intake Meetings for Complainant & Respondent with Title VI Coordinator / Deputy Coordinator

Step 3: Letter Summarizing Intake Meeting

Step 4: Alternative Solution Options
- Dismissal of Complaint
- Independent Course of Action

If Alternative Solutions Are Not Applicable or Satisfiable, the Process of an Informal Resolution Will Begin

INTERIM MEASURES ARE ACTION THE COLLEGE CAN TAKE IN ORDER TO HELP PROTECT THE SAFETY AND HEALTH OF THE PARTIES INVOLVED. COMPLAINANTS AND RESPONDENTS MAY HAVE AN ADVISOR.
PART B: INFORMAL RESOLUTION

Step 1: Complainant meets with Title VI Coordinator/Deputy Coordinator to review Informal Resolution policy and procedures.

Step 2: Title VI Coordinator/Deputy Coordinator gathers additional information from Complainant and Respondent.

Step 3: Letter summarizing information gathered is provided to complainant and respondent.

Step 4: Assessment of Informal Resolution with Title VI Coordinator/Deputy Coordinator.

If Informal Resolution is Not Applicable or Satisfiable, the Option to Pursue the Formal Resolution Process.

INTERIM MEASURES ARE ACTION THE COLLEGE CAN TAKE IN ORDER TO HELP PROTECT THE SAFETY AND HEALTH OF THE PARTIES INVOLVED. COMPLAINANTS AND RESPONDENTS MAY HAVE AN ADVISOR.
PART C: FORMAL RESOLUTION

Step 1: Meetings with Deputy Coordinator to discuss formal resolution process

Step 2: Investigation from AVP of HR/College’s Investigator

Step 3: Primary Investigative Report will be prepared and reviewed by all parties

Step 4: Final Investigative Report will be submitted to Title VI Coordinator or Case Coordinator and staff/administrator’s divisional vice president

If Found “responsible”, Divisional Vice President will Issue Appropriate Sanctions

If Found “Not Responsible”, the Decision is Final, and the Matter is Concluded

INTERIM MEASURES ARE ACTION THE COLLEGE CAN TAKE IN ORDER TO HELP PROTECT THE SAFETY AND HEALTH OF THE PARTIES INVOLVED. COMPLAINANTS AND RESPONDENTS MAY HAVE AN ADVISOR. CASE COORDINATOR (ASSOCIATE VP FOR HR / AFFIRMATIVE ACTION OFFICE) IS RESPONSIBLE FOR ALLEGED HARASSMENT OR TREATMENT BASED ON TARGETED PERSON’S GROUP RELIGION, DISABILITY, AGE, VETERAN STATUS, OR GENETIC INFORMATION.
PART D – RIGHT TO APPEAL  
(WITHIN 5 BUSINESS DAYS OF FINAL OUTCOME)

Grounds for Appeal
1. New information
2. Excessive Sanction
3. Procedural Error

Letter to Chair of Appeals Committee

Committee Meets with Provost

Committee meets with Employee/Respondent

Appeals Committee Decision Communicated to All Parties (Within 10 Days)

APPEALS COMMITTEE CONSISTS OF THREE TRAINED MEMBERS OF THE STAFF OR ADMINISTRATION
TITLE VI PROCESS

TITLE VI COMPLAINT AGAINST A FACULTY MEMBER

ADAPTED FROM APPENDIX B
PART A: INTAKE MEETING AND ALTERNATIVE SOLUTIONS

Step 1: Incident Report

Step 2: Individual Intake Meetings for Complainant & Respondent with Title VI Coordinator / Deputy Coordinator

Step 3: Letter Summarizing Intake Meeting

Step 4: Alternative Solution Options
- Dismissal of Complaint
- Independent Course of Action

If Alternative Solutions Are Not Applicable or Satisfiable, the Process of an Informal Resolution Will Begin

INTERIM MEASURES ARE ACTION THE COLLEGE CAN TAKE IN ORDER TO HELP PROTECT THE SAFETY AND HEALTH OF THE PARTIES INVOLVED. COMPLAINANTS AND RESPONDENTS MAY HAVE AN ADVISOR.
PART B: INFORMAL RESOLUTION

Step 1: Complainant meets with Title VI Coordinator/Deputy Coordinator to review Informal Resolution policy and procedures.

Step 2: Title VI Coordinator/Deputy Coordinator gathers additional information from Complainant and Respondent.

Step 3: Letter summarizing information gathered is provided to complainant and respondent.

Step 4: Assessment of Informal Resolution with Title VI Coordinator/Deputy Coordinator.

If Informal Resolution is Not Applicable or Satisfiable, the Option to Pursue the Formal Resolution Process.

INTERIM MEASURES ARE ACTION THE COLLEGE CAN TAKE IN ORDER TO HELP PROTECT THE SAFETY AND HEALTH OF THE PARTIES INVOLVED. COMPLAINANTS AND RESPONDENTS MAY HAVE AN ADVISOR.
PART C: FORMAL RESOLUTION

Step 1:
Meetings with Deputy Coordinator to discuss formal resolution process

Step 2:
Investigation from appropriate school Dean/College’s Investigator

Step 3:
Preliminary Investigative Report will be prepared and reviewed by all parties

Step 4:
Final Investigative Report will be submitted to Title VI Coordinator or Case Coordinator and Provost

If Found “Responsible”, Provost will Issue Appropriate Sanctions

If Found “Not Responsible”, the Decision is Final, and the Matter is Concluded
PART D – RIGHT TO APPEAL  
(WITHIN 5 BUSINESS DAYS OF FINAL OUTCOME)

- Grounds for Appeal
  1. New information
  2. Excessive Sanction
  3. Procedural Error

- Letter to Chair of Appeals Committee

- Committee Meets with VP/Provost

- Committee meets with Employee/Respondent

- Appeals Committee Decision Communicated to All Parties (Within 10 Days)

APPEALS COMMITTEE CONSISTS OF THREE TRAINED MEMBERS OF THE TENURED FACULTY
TITLE VI PROCESS

TITLE VI COMPLAINT: STUDENT TO STUDENT
STEP 1: Notice of Incident

STEP 2: Does Incident Need Investigating?
- Dismissal of Complaint
- Investigation of Complaint
- Consolidation of Complaint

STEP 3: How To Resolve Incident
- Alternative Solutions
- Live Hearing

Determination of Responsibility
- Option to Appeal

INTERIM MEASURES ARE ACTION THE COLLEGE CAN TAKE IN ORDER TO HELP PROTECT THE SAFETY AND HEALTH OF THE PARTIES INVOLVED. COMPLAINANTS AND RESPONDENTS MAY HAVE AN ADVISOR.
STEP 4: RIGHT TO APPEAL  (WITHIN 5 BUSINESS DAYS OF OUTCOME LETTER)

Within 5 business days of outcome letter, students can write an appeal letter to AVP/Dean of Students or Designee

**Grounds for Appeal**

1. Procedural Error
2. Excessive Sanction
3. New Information

Appellate Officer will receive appeal letter and decide a course of action based on appeal letter. Officer’s decisions are:

- Grant/Deny Appeal
- or
- Modify Sanction
- or
- Remand Sanction

Student will be notified within 10 business days of Appellate Officer Decision

If sanction is dismissal or suspension, student may file an appeal with the Executive Vice President. Letter must be filed within 5 business days

Executive Vice President will review appeal. Executive Vice President will either deny appeal or modify appeal. An Email from the Executive Vice President will be sent to student within 10 business days. Decisions made are final.