WORKFLOW FOR TITLE IX

Reporting and Investigation Workflow for Employees

Incident is reported to the College

- Incident is reported directly to Title IX Coordinator or to a Responsible Employee who the reports it to the Title IX Coordinator (notification can come from faculty, staff, students, visitor or other (i.e. off campus police, media, etc.).

The incident is recorded in the internal database(s)*. The Title IX Office will send an outreach email with support options and offer to meet with the employee.

The Title IX office performs an assessment to determine if imminent danger to the Complainant and/or Campus Community. Also determines if reporting to law enforcement is necessary.

Complaining Party declines to pursue Internal Resolution Options

- No further internal investigation is taken except in cases where imminent risk to the Campus Community is indicated. Support services are still offered to employees through ESPYR and CWC Health Services.

In cases where imminent risk is indicated, the Title IX Office then impose interim measures as needed. If imminent risk is determined, the Title IX Office will initiate an investigation as the Complainant.

Complaining Party requests/consents to participate in Internal Resolution Process

- Parties propose resolution, if both agree on an outcome an agreement is drafted and signed by both parties and the Title IX Coordinator.

If the Title IX Office does initiate an investigation, it will follow the Formal Resolution process.

Investigation Closed

- Title IX Office determines if policy has been violated.

Investigation is conducted

- Both parties must agree to participate (if they do not it will move to a formal resolution)

Informal Resolution**

- Parties have a 15 day appeal period

If no policy violation is found then case closed

Sanctions upheld if no appeal

Investigation Closed

If a policy violation occurred, findings and recommendations for sanctions sent to employee’s supervisor/appointing authority

If no policy violation is found then case closed