## **Title IX Formal Resolution Process for Employees At-A-Glance**

## I. INTAKE

Complainant makes a report to Senior Official (complaints against students, Dean of Students; complaints against faculty, Dean of the College; complaints against staff, Assistant VP of Human Resources or, in any case, the Title IX Coordinator).

Complainant or College has decided to proceed with a complaint.

Initial Title IX assessment (i.e. interview with Complainant or written summary from Complainant) leads to Senior Official

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Sent to both Complainant and Respondent; written response due in 5 business days.

Final opportunity to name additional witnesses or submit additional evidence.

Proceedings may be delayed if additional investigation is necessary.

## d. Final Investigative Report

All summaries, addenda, transcripts, exhibits plus responses from preliminary investigative report.

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Bailey Asberry, Title IX Coordinator Nollen House E: <u>titleix@grinnell.edu</u> P: 641-269-4999

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