

# SEXUAL MISCONDUCT ADJUDICATION PROCESS SUMMARY

## - COMPLAINANT INITIATES A COMPLAINT

OR

- **Complainant's Statement:** detailed statement regarding the allegations
- **Complaint Form:** less detailed summary of allegations
- **Privacy/Non-Retaliation Acknowledgment**

## - UNIVERSITY INITIATES AN ADMINISTRATIVE COMPLAINT

## RESPONDENT NOTIFIED OF DISCIPLINARY CHARGE

Meets with Intake Officer within **5 business days**

- Signs **Privacy/Non-Retaliation Acknowledgment**
- Relevant **policies and process** are explained and provided to Respondent.
- Given the **Complaint Form only**
- No Contact Order put in place

### **Respondent can:**

Accept charges and proceed to question of discipline (within **7 business days**)

OR

### **Respondent can:**

Prepare a **Respondent's Statement:** a detailed written response to the Complaint Form (submitted within **7 business days**)

## STATEMENTS EXCHANGED/ REFERRED FOR INVESTIGATION

The Intake Officer gives each party the other's statement. The matter is referred to the Office of Equal Opportunity (OEO) for investigation

## FACT-FINDING INVESTIGATION

Investigator interviews parties and witnesses & reviews documents. Investigator then prepares an *Investigation Report*.

## PANEL REVIEW/ PRE-DECISION CONFERENCES

The Panel meets and reviews the Investigation Report. The Panel Chair then meets with each party individually and reviews the preliminary factual findings. Parties can provide any rebuttal information within **2 business days** of conference.

## PANEL'S DECISION\*

The Panel will issue a written *Panel's Decision* of their findings on the preponderance of the evidence standard.

### \*PRIOR TO PANEL DECISION

- Respondent can accept charges
- Respondent can withdraw from Tufts with transcript notation
- Complainant can withdraw complaint

## APPEAL

(FILED WITHIN **7 CALENDAR DAYS**)

**Either Party Can Appeal A Panel's Decision On Only Three Bases:**

**PROCEDURAL ERROR | NEW EVIDENCE | SEVERITY OF DISCIPLINE**