Title VII Process - Formal

Title VII addresses harassment and / or discrimination between employees, patients, and community members on the basis of sex / gender, sexual orientation, gender identity and expression (including a transgender identity) race, color, ethnicity, national origin, language, disability, and/or retaliation for reporting discrimination on the basis of these protected categories.

Complainant or reporter must fill out T7 complaint form and submit to the OEO. This form is shared with the respondent. This flowchart depicts the formal process. For the informal process, please turn the page.

Investigation begins. Interviews commence with complainant, respondent, and/or any witnesses. Other information such as texts or emails are gathered.

Investigator writes fact finding report with preliminary findings. The report is shared with both parties on a secure OneHub portal with a preliminary finding. Reports may be redacted slightly for reasons of confidentiality.

Both parties have an opportunity to submit an appeal or a rebuttal. The OEO reviews any final due process information the parties may submit at this stage. If no further investigation is required, the OEO will make a final decision.

The OEO issues an outcome letter with copy to appropriate supervisor / dean / leadership. This letter includes a policy violation or not and any other relevant information.

It is important to note this process is sometimes not linear or fixed. The OEO reviews each case uniquely.
Title VII Process - Informal

Title VII addresses harassment and / or discrimination between employees, patients, and community members on the basis of sex / gender, sexual orientation, gender identity and expression (including a transgender identity) race, color, ethnicity, national origin, language, disability, and/or retaliation for reporting discrimination on the basis of these protected categories.

This flowchart depicts the informal process. For the formal process, please turn the page. When a complainant chooses the informal resolution process, they have the following options:

Prevention Step / Coaching and Counseling Conversation: A member of OEO can have a discussion with the respondent about how to change their behavior so that they do not hurt others in the future. Complainants can choose to be anonymous in this discussion and OEO staff will work with complainants on how much the OEO staff should include or share with the respondent in this conversation.

If both parties agree, the OEO can mediate or facilitate a discussion between the complainant and respondent to discuss how to work together and get past the concerns raised. This option is not appropriate for sexual misconduct matters.

OEO will refer to management, director, dean, or chair of the department to help with facilitation, if appropriate.

It is important to note this process is sometimes not linear or fixed. The OEO reviews each case uniquely.