TUFTS UNIVERSITY | OFFICE OF EQUAL OPPORTUNITY

Title VII Process: Formal

EMPLOYEES, PATIENTS, COMMUNITY MEMBERS & THIRD PARTIES

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

Non-Discrimination Policy (PDF)

1

Complaint received

When OEO receives a complaint, the office will contact the person(s) who felt harmed to ask how they want to resolve the matter--formally or informally (if possible). This flowchart depicts the formal process. For the informal process, please see the relevant flowchart and Discrimination Complaint Processing Guidelines for Employees and Third-Parties (PDF).

2

Written complaint & response

If the complainant chooses a formal process, OEO requests a written complaint which will then be shared with the respondent, if known, who may submit a written response to be shared with the complainant. The respondent must have some affiliation with Tufts for OEO to have jurisdiction.

3

Investigation

Can take 60–90 days

Investigation begins. Interviews commence with complainant, respondent, and/or any witnesses. Other information such as email, text, or social media is gathered. Investigator writes a draft fact finding report. The draft is shared with the formal parties on our secure portal, OneHub, including if there is a preliminary finding of a policy violation or not. Reports may be redacted slightly for reasons of confidentiality/privacy (Can take 60-90 days).

4

Rebuttal & final decision

Parties have an opportunity to submit a response to the draft report in the form of a rebuttal. The investigator considers the parties' responses to the draft in the form of a rebuttal and makes any changes to the draft report necessary as a result. If no further investigation is required, OEO will make a final decision as to whether there was a policy violation found or not based on a preponderance of evidence, taking the rebuttal information into consideration.

5

Outcome letter

OEO issues an outcome letter with copy to appropriate decision-makers. This letter includes a policy violation if found and any other relevant information to be referred to the appropriate decision-maker for action consistent with the findings.

It is important to note this process is sometimes not linear or fixed. The OEO reviews each case uniquely. Thus, certain steps may be modified or skipped to ensure this process best addresses the specifics of a case.

For more information please visit oeo.tufts.edu or call OEO at **617-627-3298**.

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