

Title VII Process - Formal

Title VII addresses bias, 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, disability, and/or retaliation for reporting discrimination on the basis of these protected categories.

When the OEO receives a complaint, the office will contact the person / people who felt harmed to ask how they want to resolve the matter - formally or informally. This flowchart depicts the formal process. For the informal process, please see that flowchart.

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

Investigation begins. Interviews commence with complainant, respondent, and/or any witnesses. Other information such as emails or social media is gathered. Investigator writes a fact finding report. Report is shared with the formal parties with preliminary finding of a policy violation or not. Reports may be redacted slightly for reasons of confidentiality / privacy. [Can take 60--90 days]

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 as to whether there was a policy violation found or not based on a preponderance of evidence, taking the rebuttal information into consideration.

The 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 the process best addresses the specifics of a case.