

**APPENDIX B**

**SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY:  
GRIEVANCE RESOLUTION PROCEDURES  
FOR REPORTS OF POLICY VIOLATIONS AGAINST  
STAFF/ADMINISTRATORS<sup>1</sup>**

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**Table of Contents**

I.	Key Definitions and Role Descriptions.....	2
II.	Rights Provided to, and Responsibilities of, Complainants and Respondents .....	5
III.	Preliminary Exchange of Information; Health and Safety Assessments	
	A. Intake Meeting and Subsequent Decisions.....	6
	B. Interim Remedial and Protective Measures.....	7
IV.	Advisors; Privacy	
	A. Advisors.....	8
	B. Privacy and Confidentiality.....	8
V.	Independent Course of Action or Informal Resolution as Possible Resolution Options	
	A. Independent Course of Action.....	9
	B. Informal Resolution by the College.....	9
VI.	Formal Resolution by the College	
	A. Timeframe.....	10
	B. The Investigation, Opportunity to Review the Preliminary Report, Submission of Final Report.....	10
	C. Outcome Notification.....	12
VII.	Opportunity, Grounds, and Procedures for Appeals	
	A. Grounds for Appeals.....	13
	B. Procedures for Appeals.....	13
VIII.	Records.....	14

**I. KEY DEFINITIONS AND ROLE DESCRIPTIONS**

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<sup>1</sup> These procedures describe the process for resolving complaints filed pursuant to Providence College’s Sexual Misconduct or Relationship Violence Policy and they should be read and interpreted in conjunction with the Policy, including the behavioral standards, definitions, and prohibition against retaliation, which are part of the Policy. References to “this Policy” or “the Policy” in Appendix B refer to the Sexual Misconduct or Relationship Violence Policy.

## APPENDIX B: SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY

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**A. Advisor.** Complainants and respondents may each identify one Advisor for support and consultation during any related meetings or proceedings.

**Who:** In sexual misconduct or relationship violence cases only, an Advisor can be ANYONE from within the College or outside the College, including an attorney. No restrictions apply; however, a person asked to serve as an Advisor may decline to serve. Knowledge of the grievance resolution process is important to the Advisor's role; therefore, an Advisor must participate in a brief orientation program as a condition for service in this capacity. College employees who provide confidential support services, or who have an actual or perceived conflict of interest, may decline to serve as an Advisor. An Advisor also cannot be a witness in an investigation and/or hearing. Even though complainants and respondents are not obligated to be accompanied by an Advisor at each stage of the disciplinary process, it is strongly recommended.

**What:** The Advisor's role is limited to providing support and consultation. The Advisor may not speak on behalf of a party nor actively participate in an investigation or proceeding; however, the Advisor may ask for procedural clarifications before, during, or after meetings or proceedings, and the Advisor may ask for a brief break for the benefit of the advisee. The College reserves the right to remove any individual whose actions are disruptive to a meeting or proceeding. A party (i.e., a complainant or respondent) should select as an Advisor a person whose schedule allows attendance at the scheduled date and time of the meeting or proceeding because, normally, delays will not be allowed due to the scheduling conflicts of an Advisor. All communications regarding the case, including notices about meetings and proceedings, will take place between the College and each party. It is the choice and responsibility of each party to notify an Advisor of any communications.

**B. Appeals Committee and Challenges.** The Appeals Committee consists of three (3) trained employees (staff/administrators) who will hear an appeal filed by the respondent-employee or the complainant. Either party may file a written challenge to a Committee member(s) based on a conflict of interest or bias (this challenge must be substantiated and factual). The Title IX Coordinator, in consultation with the Deputy Coordinator(s) assigned to the case, will decide whether or not a challenge has merit and then communicate the decision in writing to the parties. To help assure that there are three (3) employees available at any given time and in the event that a challenge is made and granted, a pool of trained employees will be identified by the Title IX Coordinator. One member of the Committee shall serve as the Chair.

**C. Complainant or Complaining Party.** The person who files a claim alleging victimization under this Policy. When an employee believes she/he has been a victim of another person's misconduct, that person will have the same rights under the Policy as are provided to a complainant, even if another member of the College community submitted the actual complaint. When referenced together, the complainant and respondent may be referred to as "the parties."

**D. Employee.** Generally, an individual hired by the College to perform assigned duties. Appendix B will apply if the Respondent is a full-time employee but not a full-time student; otherwise, if there is a question as to the predominant category of the Respondent, the Title IX Coordinator will determine which procedures apply based on the facts and circumstances.

## APPENDIX B: SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY

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**E. Faculty.** Generally, an individual hired by the College to perform assigned duties as described in the Faculty Handbook (includes instructors, part-time, full-time, tenured and tenure-track employees). Appendix C applies to respondents in these categories.

**F. Interim Measures – Availability of Supportive Services.** Interim measures are actions the College can take at any point in time in order to help protect the safety and health of a person who has disclosed behavior that would constitute a violation of the Sexual Misconduct or Relationship Violence Policy. Such disclosure can be to a confidential resource (e.g., V.A.S.E. coordinator, Chaplain), to a Title IX coordinator/deputy coordinator, to the Office of Safety and Security, and/or to the Office of Human Resources, and the reporter does not have to file any type of complaint in order to speak with a College official about the implementation of interim measures. Depending on the specific circumstances, remedial or protective measures taken on an interim basis may be modified; they also may be temporary or permanent. The College will promptly address violations of protective measures.

The College will maintain the privacy of any remedial or protective measures to the extent practicable. Types of interim supportive and protective measures that may be provided include medical and mental health services and referrals, academic accommodations, living accommodations, campus escort and transportation accommodations, work accommodations, suspension and other disciplinary action, and the issuance of a No-Contact Directive. The College will make every effort to honor requests for interim measures if such changes are reasonably available. Students and employees may use the VAWA Visa and Immigration Resources for visa and immigration information as the College does not provide these legal services. The Office of Safety and Security can help a complainant file an external complaint with law enforcement authorities.

A staff member/administrator-respondent may request interim measures. These may involve measures to support the employee's work effectiveness, as well as his/her mental and physical health. These measures could involve reasonable workplace adjustments and/or referral to the Employee Assistance Program. Requests will be considered by the employee's supervisor, who will consult with other College officials as necessary.

**G. Member of the College Community.** Includes any person who is a student, faculty member, administrator/staff member, or any other person employed by the College. A person's status in a particular situation shall be determined by the Title IX Coordinator.

**H. No-Contact Directive.** A written document that informs the person to whom it is issued that certain conduct directed toward a specific person is prohibited and that violation of the Directive will result in disciplinary action.

**I. Reporter.** A person who informs a College official of a suspected violation of this Policy. This person does not have to be the alleged victim and may report the matter anonymously. A reporter may be a witness to the incident, a person to whom an alleged victim or an accused person tells about the incident, or a person who otherwise learns about the incident.

## APPENDIX B: SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY

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**J. Respondent or Responding Party.** Any employee or third party alleged to have violated this Policy and against whom a complaint has been filed. When referenced together, the complainant and the respondent may be referred to as “the parties.”

**K. Student.** All persons (other than faculty, staff, or administrators) who pay an acceptance fee, register, or take a course, whether or not for credit, either on a full-time or part-time basis, at Providence College. Persons approved to study in a domestic or foreign program, are students. For purposes of this Policy and its procedures, the following persons are students: persons who are registered for courses but withdraw after allegedly violating the Code; persons who are not officially enrolled for a particular term/semester but have a continuing relationship with the College; and, persons who have been accepted to the College and are participants in new/transfer student orientation. If there is a question as to the predominant category of the complainant or the respondent, the Title IX Coordinator will determine which procedures apply based on the facts and circumstances.

**L. Title IX of the Education Amendments of 1972.** Title IX is a federal law that protects individuals from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX’s sex discrimination prohibition protects against sexual and gender-based harassment, sexual assault or relationship violence, and extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

**M. Title IX Coordinator.** The College official charged with ensuring the College’s overall compliance with Title IX and related College policy and for identifying and addressing any pattern or systemic issues. The Coordinator is available to meet with any student, employee, or third party to discuss the College’s Policy and grievance resolution procedures. The Title IX Coordinator is assisted by Deputy Coordinators.

**N. VASE (Victim Advocacy, Support, and Education).** The VASE Coordinator is available to speak and meet with members of the community who are seeking information and support on a confidential basis. The Coordinator can direct members of the community to professional resources of aid, care, and recourse both on- and off-campus.

**O. Witness.** A person who has relevant information about an alleged violation or attempted violation of this Policy.

**II. RIGHTS PROVIDED TO, AND RESPONSIBILITIES OF, COMPLAINANTS AND RESPONDENTS**

Consistent with the search for truth is a process that treats complainants and respondents fairly, with due care for their well-being, and in a dignified manner. The following rights and responsibilities are applicable:

1. The right to bring a complaint, and to a prompt and thorough investigation and resolution, knowing that timeframes referenced in these procedures may be adjusted for good cause with written notice and an explanation to the parties;
2. The right to be treated with dignity, respect, and sensitivity throughout the process;
3. The right to receive, or be referred to, supportive services, and to receive assistance from the Office of Safety and Security to file a criminal report, and to receive reasonably available interim remedial and protective measures;
4. The protection of one's privacy, with disclosures made on a need-to-know basis only and in accordance with legal requirements;
5. The protection against retaliation for making a good-faith report or participating in any proceeding under the Policy;
6. The responsibility to refrain from retaliating against anyone who makes a good-faith report or participates in any proceeding under the Policy;
7. The opportunity to have an Advisor of one's own choosing and the opportunity to have the Advisor attend any meeting or proceeding at which the party's presence is anticipated by these procedures;
8. The right to receive notice of meetings or proceedings at which the party's presence is anticipated by these procedures; the right to receive notice of any charges;
9. The responsibility to provide truthful information in connection with any report, investigation, or resolution of a complaint;
10. The right to have timely and equal access to information that will be used during the proceedings and related meetings;
11. The fair opportunity to provide information and to identify witnesses during an investigation;
12. The opportunity to challenge the impartiality of an Investigator or Appeals Committee member;
13. The fair opportunity to provide relevant information – orally and/or in writing – during or as part of any proceeding to determine whether a respondent is responsible;
14. The right to refrain from providing incriminating statements during the investigation and/or any proceeding, knowing that the process will continue without delay with the information available;
15. The right to a reasonable and fair outcome, applying the preponderance of evidence standard of proof (i.e., Is it more likely than not that this Policy was violated?);
16. The right to be informed in writing of the outcome;
17. The opportunity to appeal the outcome for grounds specified in these procedures;
18. The right to expect that any sanctions are implemented and completed, and that any necessary follow-up, remedial actions are taken; and,
19. The right to be informed that information gathered by the College may be subpoenaed in criminal or civil proceedings and/or may be shared with law enforcement authorities.

**III. PRELIMINARY EXCHANGE OF INFORMATION;  
HEALTH AND SAFETY ASSESSMENTS**

**A. Intake Meeting and Subsequent Decisions**

The College is required by law and this Policy to investigate, to the extent possible, good-faith complaints of sexual misconduct when the behavior as it is reported would constitute a Policy violation. All reports of sexual misconduct or relationship violence made to a “responsible employee” must be shared by the employee with the Title IX Coordinator who will directly coordinate the College’s response to the report, or assign a Deputy Coordinator to manage that responsibility, for the parties.<sup>2</sup> Once the College receives a report of a possible Policy violation, the Title IX Coordinator/Deputy Coordinator(s) will have separate Intake Meetings with the complainant and respondent (if known), provide them with an Intake Letter and a copy of the Policy, review procedures, and inform them of available resources, support services, and options. The Coordinator(s) will serve as the primary point of contact for the complainant and respondent going forward, and will provide periodic status updates to them. The complainant will be notified when the respondent is made aware of the complaint. If a written No-Contact Directive is issued to the respondent, the complainant will be notified and will be provided with a copy of the Directive.

After meeting with the complainant, the College will decide what steps must be taken, considering all the information available at the time. When the complainant reports prohibited conduct and requests an investigation and disciplinary action, the Coordinator will promptly initiate the resolution process.

If, due to lack of information or other compelling reasons, the College is unable to conduct a formal investigation, the complainant will be informed. Even if the College does not conduct a formal investigation, the College may take other steps to address and remediate the circumstances; these steps may include education and training, monitoring, systemic changes, interim and/or protective measures.

When the complainant reports prohibited conduct and requests anonymity (i.e., that no personally identifiable information be shared with the respondent), requests that an investigation not be conducted, and/or requests that no disciplinary action be taken, the College will seek to honor the complainant’s request(s) if it is possible to do so while also protecting the health and safety of the complainant and the College community. When the College determines that it cannot honor the complainant’s request(s), the Coordinator will notify the complainant that the College intends to

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<sup>2</sup> If the reporting party (the complainant) is a student, two Title IX coordinators will be assigned to the case – one for the student and one for the employee. If the reporting party (the complainant) is a member of the faculty and the responding party (the respondent) is a member of the staff or administration, or vice versa, two Title IX coordinators will be assigned to the case – one for the complainant and one for the respondent. The deputy coordinator for the employee will be a member of the staff/administration chosen from among the pool of trained coordinators. The employee may have good cause to request a coordinator other than the one assigned and, whenever possible, that request will be honored.

proceed with an investigation to the extent possible, but that the complainant is not required to participate in the investigation or in any other actions or proceedings the College pursues.

**B. Interim Remedial and Protective Measures**

This section of the procedures incorporates by reference Section III.A. (“Interim Measures – Availability of Supportive Services”) of the Policy. Additionally, at any point in time prior to the final resolution of charges, College officials (as applicable, the Executive Director of Safety & Security, the Title IX Coordinator, the Associate Vice President for Human Resources, the Provost/Senior Vice President for Academic Affairs, the Associate Vice President/Dean of Students) will collaboratively consider implementing interim action of a protective and/or remedial nature including, but not limited to, interim suspension from employment at the College and/or issuance of a No-Contact Directive. Other possible interim measures in the form of limitations imposed on the accused include but are not limited to: restricting access to certain areas or buildings on campus; or, temporary suspension from participation in one or more College activities or programs.

An employee who is a respondent in a Title IX complaint may request interim measures. These may involve measures to support the employee’s work effectiveness, as well as his/her mental and physical health. These measures could involve reasonable workplace adjustments and/or referral to the Employee Assistance Program. Requests will be considered by the employee’s supervisor and the Office of Human Resources, who will consult with the Title IX Coordinator as necessary.

The respondent may be placed on interim suspension when: a) the continued presence of the respondent on campus is deemed likely to interfere with the educational process or the orderly operation of the College; b) the continued presence of the respondent on campus is likely to endanger the health, safety, or welfare of the College community, or is objectively intimidating or threatening to another individual within the College community; or, c) the offense allegedly committed by the respondent is of such a serious nature as to adversely affect his/her suitability as a member of the College community. A member of the staff or administration who has been placed on interim suspension has the right to an opportunity to present oral and written arguments to the Associate Vice President for Human Resources (or designee) against the imposition of the suspension within five (5) business days of the notice of suspension. A member of the faculty who has been placed on interim suspension has the right to an opportunity to present oral and written arguments to the Provost/Senior Vice President for Academic Affairs (or designee) against the imposition of the suspension within five (5) business days of the notice of suspension. If a respondent is placed on interim suspension, the formal resolution process should be completed as quickly as possible.

The decision to place an employee on interim suspension, or to impose alternative restrictions for an interim period, shall be communicated in writing to the respondent, shall be effective immediately, and shall remain in effect until the conclusion of the disciplinary process unless it is revised or rescinded in writing.

## APPENDIX B: SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY

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The College may notify the community of the incident in a Timely Warning-Crime Alert or Safety Advisory; however, to preserve privacy, the complainant's identity will not be disclosed in any such notification. Other steps meant to reduce or eliminate health or safety risks may be taken.

### IV. ADVISORS; PRIVACY

#### A. Advisors

Complainants and respondents may each identify one Advisor for support and consultation during any related meetings or proceedings. The parties will be provided with a list of trained advisors; however, parties may choose someone to serve as advisor who is not on this list.

**Who:** In sexual misconduct or relationship violence cases only, an Advisor can be ANYONE from within the College or outside the College, including an attorney. No restrictions apply; however, a person asked to serve as an Advisor may decline to serve. Knowledge of the grievance resolution process is important to the Advisor's role; therefore, an Advisor must participate in a brief orientation program as a condition for service in this capacity. College employees who provide confidential support services, or who have an actual or perceived conflict of interest, may decline to serve as an Advisor. An Advisor cannot also be a witness in an investigation and/or proceeding. Even though complainants and respondents are not obligated to be accompanied by an Advisor at each stage of the disciplinary process, it is strongly recommended.

**What:** The Advisor's role is limited to providing support and consultation. The Advisor may not speak on behalf of a party nor actively participate in an investigation or proceeding; however, the Advisor may ask for procedural clarifications before, during, or after meetings or proceedings, and the Advisor may ask for a brief recess for the benefit of the advisee. The College reserves the right to remove any individual whose actions are disruptive to a meeting or proceeding. A party (i.e., a complainant or respondent) should select as an Advisor a person whose schedule allows attendance at the scheduled date and time of the meeting or proceeding because, normally, delays will not be allowed due to the scheduling conflicts of an Advisor. All communications regarding the case, including notices about meetings and proceedings, will take place between the College and each party. It is the choice and responsibility of each party to notify the Advisor of any communications.

#### B. Privacy and Confidentiality

At the appropriate stage in the process, the complainant, respondent, advisors, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case, and they will be asked to pledge to maintain confidentiality. They also will be warned that, in most cases, disclosing information for purposes outside of the investigative process may be construed as retaliation. Retaliation of any kind is a severe and separate violation of the Policy and may lead to an additional complaint and consequences. The College will take reasonable steps to protect the privacy of all involved and will disclose information only to persons with a need for specific information regarding the complaint, its investigation and/or resolution. The obligation to maintain confidentiality excludes discussions with family, medical and mental health treatment providers, law enforcement authorities, spiritual counselors, attorneys, and advisors (as advisors are defined in this Policy).



**V. “INDEPENDENT COURSE OF ACTION” OR “INFORMAL RESOLUTION” AS POSSIBLE RESOLUTION OPTIONS**

**A. Independent Course of Action**

The reporter-complainant will be assigned a Deputy Coordinator who will have a meeting with the reporter before any other meeting takes place. In addition to an informal or formal resolution option, there sometimes is a possible alternative, and first, option for resolving an issue. This option is referred to as an “Independent Course of Action.” Generally, sometimes persons who believe they are targets of behavior that is not objectively severe or pervasive, but relatively minor and infrequent in nature (for example, an inappropriate comment or joke of a sexual nature or gender-based), feel comfortable and safe addressing the behavior directly. Depending on the type and nature of the behavior reported, persons may decide to clearly communicate to the other person the specific nature of the unwelcome behavior and describe the impact of the behavior. The Deputy Coordinator can assist persons with language, talking points, and strategies for such communication.

For a variety of reasons, reporters may reject this option, and it would not be raised as a possible option when the behavior reported is objectively severe or pervasive. Particularly when there is a power differential, reporters may be reluctant to handle the situation themselves and the College would not require that they do so. If a reporter chooses this option, the Deputy Coordinator would follow-up with the reporter to ask about the interaction. If the reporter is satisfied with the outcome of the interaction, no further action is necessary. If the reporter is not satisfied with the outcome, the reporter will be informed by the Deputy Coordinator of the right to file a complaint seeking either an Informal Resolution or a Formal Resolution.

**B. “Informal Resolution” by the College**

Grievance procedures are intended to resolve a situation fairly, prevent further harassment (if it occurred), and mitigate harm. In cases involving claims of sexual harassment or gender bias, depending on the circumstances, an informal resolution may be considered. It is unlikely that an informal resolution will be permitted in cases involving complaints of sexual assault as defined in this Policy. The complainant, the respondent, and the College must be in agreement that an informal resolution is appropriate, and the terms of the informal resolution must be agreed upon by the complainant, the respondent, and the College. An informal resolution is designed to officially resolve complaints in a fair, impartial, and prompt manner. At any time prior to the conclusion of the informal resolution process, the College or the complainant may decide to end the informal process and begin a formal resolution process, or the complainant may decide not to pursue either type of resolution.

The Deputy Coordinator(s), in consultation with other College officials as needed, determines whether an informal resolution may be appropriate; if so, the Coordinator(s) has a discussion with each party. Informal resolutions provide a path for addressing the situation at the most proximate level – as close to the source of concern – as possible. Factors relevant to the decision may include: the degree of severity of the reported behavior; whether the key facts are in dispute; an assessment of intent and impact; whether the information gathered thus far suggests that there is no policy

violation; and, other key considerations. Common remedies and components include but are not limited to: explicit agreements about future conduct with post-resolution monitoring; third-party assistance to the complainant and the respondent to establish guidelines for future interactions; modifications to academic, living, transportation, and working situations; issuance of a No-Contact Directive and/or other protective measures; limitations placed upon the respondent regarding access to programs or activities, or access to specific spaces or buildings on campus; a written apology, which may include an explanation; educational programming for the respondent, or other appropriate relief not resulting from a formal disciplinary process.

The College normally will conclude the informal resolution process within thirty (30) business days and will provide each party with an Outcome Letter. This timeframe may be extended for good cause, such as to account for College breaks or vacations, or other compelling reasons. In the event of an extension of this timeframe, the Title IX Coordinator (or Deputy) will notify the parties in writing and provide the reason(s) for such extension.

If the respondent accepts responsibility for a Policy violation, in either an informal or formal process, the College may consider such matters in the context of a subsequent complaint against the respondent.

## **VI. “FORMAL RESOLUTION” BY THE COLLEGE**

### **A. Timeframe – From Commencement of Investigation to Communication of Final Outcome (Excluding the Timeframe for Appeals, if Any)**

The College normally will conclude the investigation and communicate the decision via the Final Outcome Letter to the parties within a sixty (60) day period of time. This timeframe may be extended for good cause. Although not all-inclusive, examples of circumstances that would support a ‘good-cause’ determination are: (a) law enforcement authorities are conducting a criminal investigation and gathering evidence regarding the incident, and they have formally asked the College to temporarily delay our investigation; (b) additional time is necessary to ensure the integrity and completeness of the investigation; (c) in order to accommodate the availability of witnesses; (d) in order to account for College breaks or vacations; (e) in order to account for complexities of a case (e.g., the number of witnesses and the volume of information provided by the parties); (f) in order to account for other legitimate reasons. In the event of an extension of this timeframe, the Title IX Coordinator/Deputy will notify each party in writing and provide the reason(s) for such extension.

### **B. The Investigation, Opportunity to Review the Preliminary Report, Submission of Final Report**

The Title IX Coordinator/Deputy Coordinator(s) will notify each party in writing that an investigation will commence and will provide each party with important information about the investigation, including the identity of the investigators and the prohibition against retaliation. The Title IX Coordinator(s) will inform other College officials of the investigation on a need-to-know basis. Complaints against staff/administrators will be investigated by a College Investigator and

## APPENDIX B: SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY

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the Associate Vice President for Human Resources (or designee), or by two members of the Office of Human Resources, who have received annual training. Either party may file a written challenge to an investigator based on a conflict of interest or bias (any challenge must be substantiated and factual). In the event of a challenge, the Title IX Coordinator, in consultation with the Deputy Coordinator(s) assigned to the case, will decide whether or not a challenge has merit and then communicate the decision in writing to the parties. The investigation will be impartial, equitable, adequate, and prompt.

The investigation is a neutral fact-gathering and fact-finding process that will include interviewing and obtaining statements, and other relevant information, from the complainant, the respondent, and witnesses, if any. The parties will have equal opportunity to submit factual and corroborating information – in any format or medium, including electronic records – and to identify witnesses who may have relevant information. The investigators may visit relevant sites or locations and record observations through written, photographic, or other means. The investigators may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation. The College retains authority to investigate a complaint and issue findings against an employee who voluntarily resigns from, or otherwise leaves, the College.

Investigators have discretion to determine the relevance of any information offered by the parties and to include or exclude certain types of information. Generally, investigators will not consider statements of personal opinion over direct observations or reasonable inferences drawn from the facts, nor statements as to any party's general reputation for any character trait.

The sexual history of either party will not be used to prove character or reputation. Further, information about an individual's sexual history and practices generally is not relevant to the determination of a Policy violation and will be considered only when it is determined that the information is directly relevant to the claims and essential to fair resolution of the matter. For example, if the existence of consent is at issue, sexual history between the parties may be relevant to help understand the manner and nature of communications between them and the context of the relationship because it may be relevant as to whether consent was sought and given during the incident in question. Yet, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. Additionally, prior sexual history may be relevant to explain the presence of physical injury or to help resolve another question raised by the sexual assault report. The investigators will determine the relevance of such information and both parties will be informed if information about prior sexual history is deemed relevant.

If the complainant is unwilling to participate in one or more stages of the grievance resolution process, the College's ability to present a case against the respondent may be compromised and its ability to discipline the respondent may be severely limited. The College will respect the complainant's choices and continue to provide support, no matter what she/he decides to do, and continue to investigate to the extent possible. If the respondent is unwilling to participate in the investigation and/or a subsequent proceeding, the grievance resolution process will continue with the information available. The investigators will not draw any adverse inference from a decision by either of the parties not to participate.

## APPENDIX B: SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY

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The investigators will prepare a Preliminary Investigative Report, and the parties will be notified in writing that they have an opportunity to review the report within two (2) business days of such notification. The parties will have the opportunity to respond in writing, within two (2) business days, to the report, and each party will have the opportunity to review the response of the other. If either or both of the responses identify information that, in the sole judgment of the Title IX Coordinator (or designee), merit further inquiry, the Coordinator will direct the investigators to follow up on this information. In that event, the subsequent iteration of the report, in the sole judgment of the Title IX Coordinator (or designee), shall be the final version of the Investigative Report. If there is no further inquiry directed, the Report, with any responses, will be deemed complete and final.

The final version of the Investigative Report will conclude whether or not there is sufficient information to support a finding that the respondent violated the Policy. The standard of proof for determining whether the respondent violated the Policy is a preponderance of evidence. When the respondent is a member of the staff or administration, the Report and the responses provided by the parties (if any), will be submitted to the Title IX Coordinator and to the respondent's divisional vice president, except that when the divisional vice president also is the College's Executive Vice President, the report will be submitted to the Provost and Senior Vice President for Academic Affairs ("Provost").<sup>3</sup> The parties will have an opportunity to review the Investigative Report and responses (if any).

If the respondent accepts responsibility for a Policy violation, the College may consider which matters in the context of a subsequent complaint against the respondent.

### **C. Outcome Notification**

Within five (5) business days of receipt of the Investigative Report, the divisional vice president (or Provost) will: determine whether there was a violation of College policy; take prompt and effective corrective action as necessary; and inform in writing (electronic mail) the complainant and the respondent of the disposition of the complaint via "Final Outcome Letters." The Letters will notify the parties of the outcome and the rationale, and the opportunity to appeal. The complainant shall be notified of any sanction imposed against the respondent that has an impact on the complainant.

If the employee is found "responsible" by a preponderance of evidence (i.e., there is a reasonable basis upon which to believe that the Policy has been violated), the divisional vice president (or Provost) will issue appropriate sanctions under the circumstances. Sanctions may include: dismissal; suspension; probation; written reprimand; and/or other sanctions with educational, restorative, rehabilitative, and punitive components. Sanctions are imposed with the goal of eliminating prohibited conduct, preventing its recurrence, and remedying its effects, while supporting the College's educational mission and legal obligations.

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<sup>3</sup> If a divisional vice president (as referenced in this section) also is the respondent in the case, the College's Executive Vice President will receive the Investigative Report, decide whether or not Policy has been violated, and issue Final Outcome Letters.

## **VII. OPPORTUNITY, GROUNDS, AND PROCEDURES FOR APPEALS**

### **A. Grounds for Appeals**

The respondent and the complainant have the right to appeal a finding based on one or more of the following grounds:

1. Procedural Error – The departure from designated procedures resulted in significant prejudice, thereby adversely affecting the outcome.
2. New Information – Information or relevant facts that would have altered the decision were not presented during the investigation because such information or facts were not known and were not reasonably available to the person appealing the decision at the time of the investigation.
3. Excessive or Inappropriate Sanction – The sanction imposed is either excessive or not appropriate for the violation.

### **B. Procedures for Appeals**

Within five (5) business days of receipt of the Final Outcome Letter, a clearly argued appeal letter may be submitted to the Chair of the Appeals Committee, as specified in the Outcome Letter. The Appeals Committee will consist of 3 trained members of the staff/administration. Either party may file a written challenge to a committee member(s) based on a conflict of interest or bias (this challenge must be substantiated and factual). The Title IX Coordinator, in consultation with the Deputy Coordinator(s) assigned to the case, will decide whether or not a challenge has merit and then communicate the decision in writing to the parties.

The complainant and respondent may review the appellate letter and submit a written response within three (3) business days of the notification that an appeal has been filed. The Appeals Committee may decide the appeal based on a separate meeting with each party, a meeting with the investigators, a meeting with the divisional vice president (or Provost), and/or written submissions and the case file. The Committee will deliberate privately to determine whether sufficient information exists to affirm the decision of, and any sanction imposed by, the divisional vice president (or Provost). The Appeals Committee will send an Appeal(s) Outcome Letter to the parties within ten (10) business days of the filing of the last filed appeal.

If the Appeals Committee affirms the divisional vice president's (or Provost's) decision, the decision is final; however, a written appeal as to a sanction of termination only may be submitted to the Executive Vice President ("EVP"). With respect to appellate grounds 1) and 2) above, if the Appeals Committee (majority) finds either one has merit, they may remand the case to the divisional vice president (or Provost) for reconsideration; once remanded, the divisional vice president (or Provost) may take actions necessary to assure a fair and adequate process, and such action, if any, shall be communicated to the parties within five (5) business days of receipt of the remand.

If the Appeals Committee remands the case to the divisional vice president (or Provost) for reconsideration of the sanction (the third ground for appeal), the divisional vice president (or

## APPENDIX B: SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE POLICY

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Provost) may or may not modify his/her decision based on the recommendation of the Appeals Committee. If the recommendation of the Appeals committee goes to the sanction and the divisional vice president (or Provost) does not adopt the recommendation, the Appeals Committee, by unanimous vote only, and with a detailed rationale, can modify the divisional vice president's (or Provost's) sanction. Such decision is final and shall be communicated in writing to the parties within five (5) business days of receipt of the divisional vice president's (or Provost's) sanction decision (in response to the remand).

If a decision to terminate is appealed in writing to the EVP, the complainant has the opportunity to review the appeal letter and respond in writing within three (3) business days of notification that an appeal has been filed. The EVP (or designee) may decide the appeal based on a separate meeting with each party and/or written submissions and the case file. The parties will be notified of the final appeal decision in writing (Termination Appeal Outcome Letter) within ten (10) business days of receipt of the appeal. The decision of the EVP (or designee) is final.

### **VIII. RECORDS**

Records regarding Informal Resolutions and Formal Investigations shall be securely maintained in the office of the Title IX Coordinator and in the Office of Human Resources for a period of seven (7) years from the date of final resolution. Records can be released outside the College pursuant to federal and/or state law, or as otherwise required or permitted by law (e.g., a lawfully issued subpoena or judicial order).