

# RESOLUTION PROCEDURES

	Stage	Role	Actions	Time
	Reporting	Case Manager	<ul style="list-style-type: none"> <li>Conducts initial assessment and determines policy fit.</li> <li>Implements interim measures and/or accommodations.</li> </ul>	5 Days
	Proceed to Investigation	Case Manager	<ul style="list-style-type: none"> <li>If policy fit, appoints Investigator and notifies Complainant and Respondent.</li> </ul>	
	Informal Resolution	Case Manager	<ul style="list-style-type: none"> <li>May be pursued at any time after report is filed.</li> </ul>	--
	Investigation	Investigator	<ul style="list-style-type: none"> <li>Meets with involved parties and witnesses.</li> <li>Prepares draft investigative report.</li> <li>Provides draft to Respondent.</li> </ul>	10 Days
	Response	Respondent	<ul style="list-style-type: none"> <li>Provides response in person and/or in writing to Investigator.</li> </ul>	5 Days
	Finalize Report	Investigator	<ul style="list-style-type: none"> <li>Finalizes investigative report, submits to Provost's delegate.</li> </ul>	10 Days
	Decision-Making	Provost's Delegate	<ul style="list-style-type: none"> <li>Reviews investigative report.</li> <li>Determines appropriate sanctions if policy breach.</li> <li>Provides decision to Respondent and Case Manager.</li> </ul>	
	Inform Complainant	Case Manager	<ul style="list-style-type: none"> <li>Shares decision with Complainant as appropriate to ensure privacy and safety of Complainant and others.</li> </ul>	