

Addendum 1:**Checklist for Formal Investigation Process
- Individual**

- OEO receives notice of complaint.
- OEO determines jurisdiction within five (5) business days of reviewing Complainant's allegations.
- OEO sends notice to Complainant(s) and Respondent(s) of acceptance of jurisdiction and the name of the assigned investigator who will process the allegations.
- OEO meets with Complainant, if they have not already done so, to discuss procedural options. OEO determines procedural option after considering Complainant's wishes, the nature of the allegations, and institutional responsibility. OEO engages in an interview process with the Complainant to identify the specific allegations of civil rights policy violations(s) Complainant wishes OEO to investigate. OEO also describes the process, the rights and responsibilities of the parties, and the University's prohibition against retaliation.
- If Complainant or OEO elects to conduct a formal investigation, Complainant is interviewed and a Confirmation of Allegations (COA) Letter is drafted by OEO within ten (10) business days of completing the interview.
- OEO starts investigation of any early evidence preservation including surveillance video or electronic evidence.
- Complainant has five (5) business days to review and provide any necessary edits, additions or comments. OEO has five (5) business days to provide the revised confirmation letter back to Complainant, then Complainant has two (2) business days to review and sign the confirmation letter.
- Signature on the confirmation letter indicates that the claim has been verified by Complainant, and the investigation commences.
- If Complainant does not return the COA or respond to OEO communication, OEO accepts this as Complainant withdrawing the complaint for consideration for investigation. However, OEO reserves the right to take any action it deems necessary to ensure a working and learning environment free from harassment and discrimination.

- OEO interviews Respondent as contemporaneously as possible to interviewing Complainant. OEO also describes the process, the rights and responsibilities of the parties, and the University's prohibition against retaliation.
- When the interview process with Respondent is complete and the specific response has been provided by Respondent, OEO drafts and sends a Confirmation of Response (COR) to the Respondent with a recitation of Respondent's response to the allegations Complainant identified for investigation, within ten (10) business days after completing the interview process.
- Respondent has five (5) business days to review and provide any necessary edits, additions or comments. OEO has five (5) business days to provide the revised confirmation letter back to Respondent and Respondent then has two (2) business days to review and sign the confirmation letter.
- If Respondent does not return the COR or respond to OEO communication, OEO moves forward with its investigation, even if it does not have Respondent's response to the allegations or other input from Respondent. An OEO investigation where policy violations have been found may result in disciplinary action even without Respondent participation.
- OEO conducts the investigation (OEO determines scope of the investigation, contacts witnesses, reviews documents and other relevant evidence). Investigations typically take 60 days from the date of the perfected complaint barring extenuating circumstances and case complexity.
- At the conclusion of the fact-finding portion of the investigation, OEO provides a Draft Report to Complainant(s) and Respondent(s) simultaneously. The Draft Report includes the allegations, the response and a summary or description of the evidence gathered in the investigation.
- The Complainant(s) and Respondent(s) have five (5) business days to respond to the Draft Report with comments or new, factual information not included in the investigation.
- After the parties have provided comments and/or new, factual information or the deadline has passed with no response from the parties, OEO issues the Preliminary Letter of Determination (PLOD). The PLOD includes the information from the draft report, any new information garnered from the parties and any new investigatory findings along with a preliminary analysis and finding of whether or not civil rights policy was violated.
- The parties have two (2) business days to review the PLOD and provide any response, comments or new, factual information.
- After the parties have provided comments and/or new, factual information or the deadline has passed with no response from the parties, OEO issues the Final Letter of Determination (FLOD) The FLOD states the Preliminary analysis, the finding of whether or not policy was violated, and whether the PLOD will stand or be amended based on new evidence.

- Complainant(s) and Respondent(s) have five (5) business days to submit an appeal to the Office of the President.
- After the conclusion of any appeals to the President, OEO closes the investigative file and sends notice to the parties that the investigative file has been closed.
- If any policy violations have been established or the investigation has discovered information that may be a policy violation not related to civil rights, OEO forwards the pertinent information to the appropriate sanctioning body (for staff, faculty or students) and provides notice of this in the closure letter.
- Parties may submit appeal to the Board of Regents pursuant to Regents Policy Manual Section 1.5.