

DEPARTMENTAL INVESTIGATIONS

I.

OEO receives notice of complaint(s) or request from Dean or Director.

II.

OEO determines jurisdiction within 5 business days.

III.

If OEO accepts jurisdiction for a departmental investigation, the department will act as Complainant.

IV.

If a Respondent is known, OEO will notify the Respondent (s) that a departmental investigation has been opened.

V.

OEO will determine the scope of the investigation including witnesses, documents and other evidence.

VI.

OEO will invite the Respondent(s) to discuss the allegations

VII.

Respondent(s) is/are interviewed and confirmation letter of response is drafted by OEO.

VIII.

OEO will Draft a Report on the allegations and provide to the Respondent and Respondent's appropriate Dean or Director.

IX.

After all parties have provided comments, OEO will write final report.

X.

OEO will send the final report to the Respondent and appropriate Dean or Director.

XI.

After the conclusion of appeals to the President, OEO will close the investigation.