REPORTING AND REVIEW PROCESS FOR
ALLEGED SEXUAL HARASSMENT AT UMASS LOWELL

INVESTIGATION

- C= Complainant (person is alleged to be the victim of conduct that could constitute sexual harassment)
- R= Respondent (person who has been reported to have engaged in conduct that could constitute sexual harassment)
- W= Witness(es)

COMPLAINANT OR OFFICIAL WITH AUTHORITY NOTIFIES TIX COORDINATOR OF POTENTIAL COMPLAINT

TIX Coordinator contacts C to discuss supportive measures and explain sexual harassment grievance process and informal resolutions options. TIX Coordinator evaluates need for supportive measures, if needed.

COMPLAINANT FILES FORMAL WRITTEN COMPLAINT WITH TIX COORDINATOR

TIX Coordinator assigns an Investigator(s) to conduct an investigation

INVESTIGATOR(S) INTERVIEWS BOTH PARTIES AND WITNESSES AND COLLECTS EVIDENCE (BOTH INculPATORY & EXculPATORY)

Investigator(s) provides a copy of the report, the evidence to the parties for their review and to prepare their written responses

INVESTIGATOR(S) INTERVIEWS BOTH PARTIES AND WITNESSES AND COLLECTS EVIDENCE (BOTH INCULPATORY & EXCULPATORY)

Investigator(s) prepares report summarizes their finding of fact and the relevant evidence, including inculpatory and exculpatory evidence

INVESTIGATOR(S) INTERVIEWS BOTH PARTIES AND WITNESSES AND COLLECTS EVIDENCE (BOTH INCULPATORY & EXCULPATORY)

Investigator(s) prepare report, the evidence and written responses to both parties at least ten days prior to live hearing

TIX COORDINATOR SCHEDULES LIVE HEARING WITH HEARING OFFICERS

After receiving the parties’ written responses, the investigator(s) sends the report, the evidence and written responses to both parties and the Hearing Officer at least ten days prior to the live hearing

INFORMAL RESOLUTION PROCESS

At any time after the formal complaint has been filed but prior to final determination, both parties have the right to request that the university facilitates an informal resolution (both parties must agree to the informal resolution)

DISMISSAL

If, at any point during the investigation, the Investigator(s) determines that the allegations should be dismissed from this process, or referred to another university process, the Investigator(s) may do so. Allegations must be dismissed when, if true, they could not result in a finding that sexual harassment occurred. Allegations may be dismissed if: 1) the C notifies the TIX Coordinator in writing that they would like to withdraw the complaint; 2) the R is no longer an employee or student of the university; or 3) specific circumstances prevent the university from gathering sufficient evidence to reach a determination.