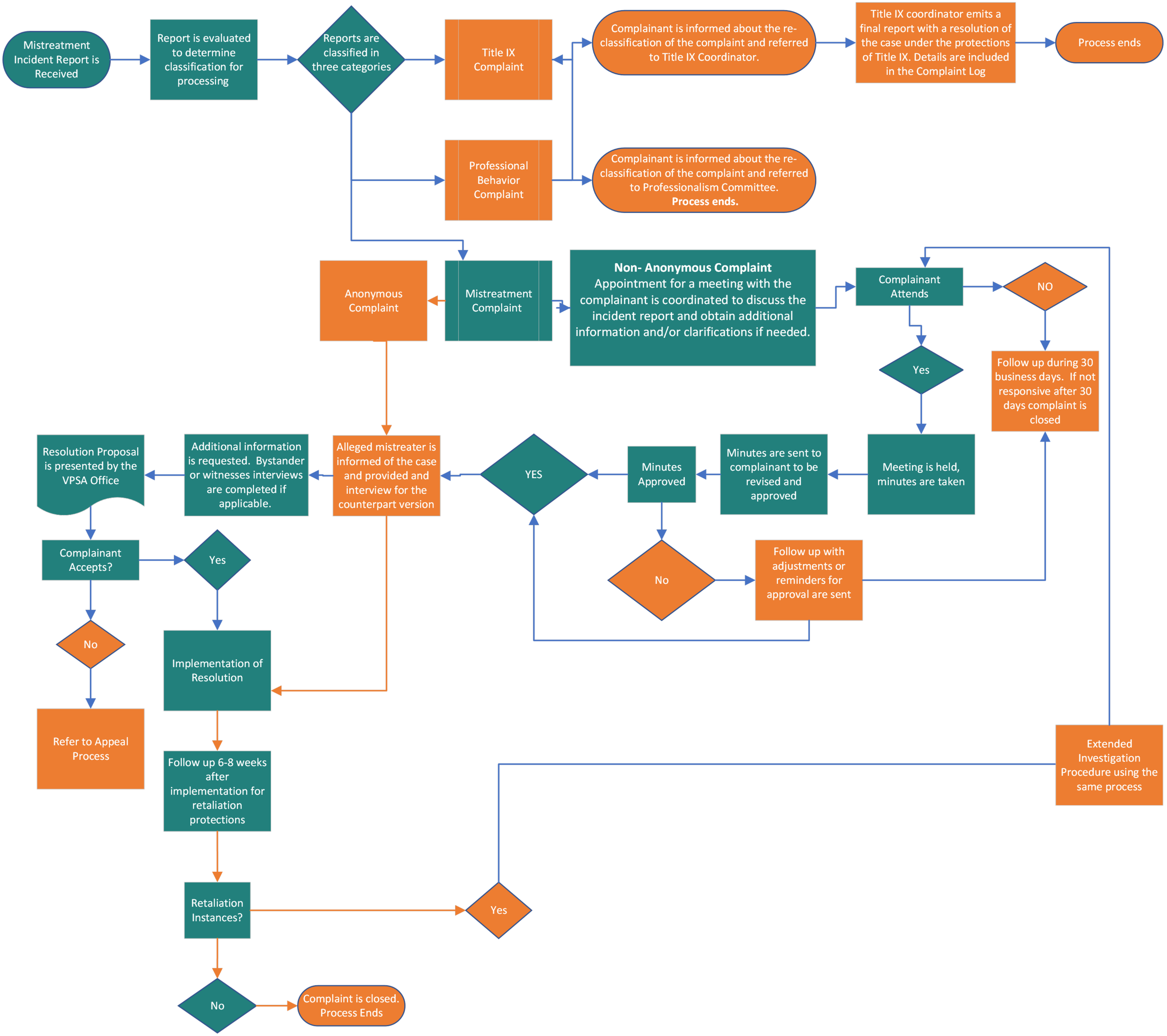
Mistreatment Incident Report is Received
Report is evaluated to determine classification for processing
Reports are classified in three categories
Title IX Complaint
Complainant is informed about the re-classification of the complaint and referred to Title IX Coordinator.
Title IX coordinator emits a final report with a resolution of the case under the protections of Title IX. Details are included in the Complaint Log
Process ends
Professional Behavior Complaint
Complainant is informed about the re-classification of the complaint and referred to Professionalism Committee. Process ends.
Anonymous Complaint
Mistreatment Complaint
Non- Anonymous Complaint
Appointment for a meeting with the complainant is coordinated to discuss the incident report and obtain additional information and/or clarifications if needed.
Complainant Attends
NO
Follow up during 30 business days. If not responsive after 30 days complaint is closed
Yes
Meeting is held, minutes are taken
Minutes are sent to complainant to be revised and approved
Minutes Approved
YES
Alleged mistreater is informed of the case and provided and interview for the counterpart version
Additional information is requested. Bystander or witnesses interviews are completed if applicable.
Resolution Proposal is presented by the VPSA Office
Complainant Accepts?
Yes
No
Refer to Appeal Process
Implementation of Resolution
No
Follow up with adjustments or reminders for approval are sent
Follow up 6-8 weeks after implementation for retaliation protections
Retaliation Instances?
Yes
No
Complaint is closed. Process Ends
Extended Investigation Procedure using the same process