

In the event the office determines that further consideration should be given to the complaint, the matter will be referred to the President for consultation before the Vice Presidents decision is implement-ed.

7. The Equal Opportunity and Title IX Office will communicate the Vice President's decision to both parties by letter or electronic communication within ten (10) days. Both the complainant or the respondent may appeal the Vice President's decision to the President within fifteen (15) working or calendar days. The President's decision is final.



discrimination

**Any questions about this policy
can be referred to:**

Leah Reynolds, Ed.D

Assistant Vice President of Equal
Opportunity and Title IX Director
Equal Opportunity and
Title IX Office
223 Parsons Hall
812-237-8954

ISU-equalopportunity-titleix@mail.indstate.edu

Complaints may also be filed with the
Indiana Civil Rights Commission.
Complainants are protected from
retaliation at 317-232-2600.

*Indiana State University is an Equal
Opportunity Employer and conducts its
recruitment and hiring based solely upon
job-related qualifications, without regard to
race, color, religion, age, sex, national origin,
sexual orientation, gender identity or expression,
disability, veteran status or citizenship status.*

Discrimination Complaint Process



**A Guide for
Students,
Faculty,
and Staff**



Equal Opportunity and Title IX Office

Statement of Purpose

Indiana State University provides equality of opportunity in education and employment for all students and employees. Discrimination is prohibited on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, disability, sexual orientation, gender identity or expression, veteran's status (as protected by law), or other basis of discrimination precluded by federal and state statutes. The university's Discrimination Policy is Policy 923.

Sexual harassment is a form of sex discrimination. Sexual harassment is unwelcome conduct of a sexual nature, which encompasses a wide range of conduct including sexual violence. It is the policy of Indiana State University that sexual harassment of one member of the campus community by another will not be tolerated. The university's Sexual Harassment Policy is 923. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities.

Procedure

All employees and students are encouraged to come forward with any concerns regarding discrimination. Even if you are unsure if you have a discrimination complaint, contact the Equal Opportunity and Title IX Office. It is the responsibility of faculty chairpersons, other administrators, and supervisors to inform the Equal Opportunity and Title IX Office about any potential instances of sexual harassment or other forms of discrimination. Failure to report could itself be a violation of this policy and/or university expectations.

No retaliation may be taken against any university employee or student who works with or through our office.

Initially, the party seeking assistance will be asked to complete an intake form which will include a description of the allegations of discrimination. Both mediated resolutions and formal investigation procedures may be used to address complaints.

Mediation Process

The Equal Opportunity and Title IX Office will arrange, with the consent of the parties involved, for information to be shared between the parties regarding applicable issues and appropriate remedies. Through this process, the parties may agree on a resolution, however, each party retains the right to ratify or reject any proposed agreements. Complaints of sexual harassment in the form of sexual violence or assault may not be resolved informally or through a mediation process.

Formal Fact Finding Process

A complainant shall submit a complaint in writing to the Equal Opportunity and Title IX Office stating the nature of the alleged discrimination and the desired remedy. When circumstances warrant, the Equal Opportunity and Title IX Office will implement an immediate, temporary remedy while the fact-finding process is underway. The university will make every effort to provide assistance and will implement interim remedies to address the safety and well-being of both the complainant and the respondent prior to the outcome of an investigation. When implementing these interim remedies, the university will minimize the burden of such actions on the complainant. It will investigate complaints in a timely, equitable manner. Investigators within the Equal Opportunity and Title IX Office are neutral fact-finders. Both the complainant and the respondent will have the opportunity to supply evidence and identify witnesses. The university applies the preponderance of the evidence (more likely than not) standard. Complainants and respondents are notified concurrently of the outcome of an investigation. Both the complainant and the respondent may appeal the findings to the university president.

Complaints must be submitted within 360 days after the alleged discrimination has occurred in order to permit a prompt resolution. The Equal Opportunity and Title IX Office maintains discretion to address complaints older than 360 days in special circumstances.

The investigation of a complaint, including attempts at informal resolution, ordinarily will be completed within sixty (60) days, exclusive of holidays, after receipt of a complaint. If the investigation cannot be completed within sixty (60) days, the complainant, and other parties as appropriate, will be notified as to the delay.

Resolution Steps

1. An in-depth interview with the complainant will be conducted by the investigator(s) within the Equal Opportunity and Title IX Office.
2. The investigator(s) will inform the person(s) against whom the complaint is being filed, and will also interview that person to ascertain his/her response to the complaint.
3. Where appropriate, the investigator(s) will discuss a potential resolution of the complaint with the complainant, the respondent, and/or both.
4. Further investigation may be conducted by the investigator(s), including interviewing witnesses, confirming information, and seeking additional information and/or documentation. In conducting the investigation, the investigator(s) shall have unrestricted access to all pertinent material, records, reports and documents in possession of any university personnel and shall be afforded the opportunity to interview all persons possessing relevant information. When the investigation is completed, a confidential report will be forwarded to the appropriate Vice President.
5. If the Vice President determines that further information is needed to make a decision, he/she will request the Equal Opportunity and Title IX Office to gather additional information.
6. A written response, setting forth the Vice President's decision on the basis of the evidence gathered during the investigation, will be sent to the Equal Opportunity and Title IX Office within twenty (20) days, exclusive of holidays.