

EO Investigation Process

Estimated Time-line: 90 days
Full details of process:
uvm.edu/equal-opportunity

1

INTAKE MEETING

Complainant can meet with a Support Coordinator about supportive measures and resolution options

2

INTERVIEW

Complainant meets with the investigator to share their full report

3

EVALUATION

EO staff will decide if the reported conduct meets the threshold for investigation

4

NOTICE

EO staff will send a written notice of the investigation to the Complainant and Respondent about the reported policy violation and next steps

5

INTERVIEWS & INFORMATION GATHERING

The investigator will meet with the Respondent and witnesses regarding the reported policy violation

6

CREATION OF RECORD

The investigator will create a document called the Record of Investigation with the relevant evidence

7

RECORD RESPONSE

The parties have the opportunity to make corrections and request additional investigation

8

INVESTIGATIVE CONFERENCE/ HEARING

The parties meet and can present questions for the other party and witnesses; parties can also make statements.

9

RESPONSIBILITY

EO sends each party a written decision about whether the evidence met the threshold for a policy violation. Discipline will be imposed, if appropriate.

10

APPEAL

Each party has appeal rights and will be provided information about the appeal timeline. Ongoing support for both parties is available