Bullying Complaint Flowchart
Category I Faculty
(Tenured and Tenure Track Faculty)

1. Bullying complainant meets with Office of the Dean (OD) for explanation on how the grievance process works and the definition of unlawful discrimination, bullying and the code of ethics.

2. Bullying complaint filed within 90 working days of last incident
   - Once complaint is received, a letter of acknowledgement is sent to complainant
   - Upon receiving written complaint, Office of the Dean (OD) in consultation with Office of General Counsel (OGC) will determine jurisdiction
     - No Jurisdiction: Complainant is notified of the status and the respondent(s) is not notified of the complaint
     - Jurisdiction: Investigation begins. Complainant is notified of the status, the respondent(s) is notified of the complaint and the University’s zero tolerance policy against retaliation.

3. Office of the Dean or External Investigator (EI) investigates complaint
   - The complainant will be given periodic reports on the investigator’s progress
   - If no factual basis for the complaint, complaint is dismissed and/or appropriate referrals are made
   - If factual basis for complaint, OD or EI submits a report with findings and recommendation(s) for resolution
     - Within 10 working days, the appropriate Administrator issues the appropriate corrective action
     - OD or EI (within 60 working days) sends findings, conclusion and recommendation(s) to the Provost to take the appropriate corrective action

4. Within 60 working days OD or EI refers to President for final decision with recommendation(s) from investigative report
   - Within 10 working days the appropriate Administrator issues the appropriate corrective action
   - President reviews disciplinary recommendation(s)
      - Within 10 working days the appropriate Administrator issues the appropriate corrective action for resolution
      - President issues appropriate corrective action for resolution

5. Respondent(s) file written response to complaint within 10 working days of notice. The response is sent to complainant with an opportunity for rebuttal within 10 working days
   - OD or EI submits a report with findings and recommendation(s) for resolution

6. Within 60 working days OD or EI refers to President for final decision with recommendation(s) from investigative report
   - Within 10 working days the appropriate Administrator issues the appropriate corrective action

7. Within 10 working days the appropriate Administrator issues the appropriate corrective action for resolution
   - President issues appropriate corrective action for resolution

See MSU Denver Faculty Handbook Section XVII