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.

Bullying complaint filed within 90 working days of last incident

Upon receiving written complaint, Office of the Dean (OD) in consultation with Office of General Counsel (OGC) will determine jurisdiction.

Office of the Dean or External Investigator (EI) investigates complaint.

The complainant will be given periodic reports on the investigator’s progress.

Corrective Action

Once complaint is received, a letter of acknowledgement is sent to complainant.

Complaint is dismissed. Complainant is notified of the status and the respondent(s) is not notified of the complaint.

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.

Copy of complaint is sent to respondent(s) with timeline for their response and complainant is copied.

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.

OD or EI (within 60 working days) sends findings, conclusion and recommendation(s) to the Provost to take the appropriate corrective action.

Within 10 working days the appropriate Administrator issues the appropriate corrective action.