**Office for Inclusion and Equity Investigation Process**

**For Employee Misconduct**

**Intake Information and Consultation**

The investigation process begins after Title IX receives a complaint. OIE will consult with the Complainant and determine if there is sufficient evidence to continue.

**Complaint Dismissed**

If sufficient evidence is not found, the complaint is dismissed.

If either party chooses to appeal the decision to dismiss, the appeal will be handled by the Vice President.

The Vice President will review the case and make a determination to open a formal investigation. It not, the case will be closed.

**Informal Resolution Process**

If appropriate, the Complainant can choose an informal resolution process. This cannot be used for sexual assault or domestic violence cases.

Those involved will agree to a solution together. Once agreed upon, the case is closed.

**Formal Investigation Process**

1. **Interviews & Data Analysis**
   - If sufficient information is found to move forward, a notice of complaint is issued. The investigators will conduct interviews and collect evidence.

2. **Issue Proposed Findings**
   - At the conclusion of the investigation, the Title IX investigators will make a recommendation to the Vice President.

3. **Comment Period**
   - Following the recommendation, there will be a comment period from both the Complainant and the Respondent.

4. **Meeting with Vice President**
   - The investigators will meet with the Vice President to review the findings from the investigation and the comments. Additional investigation will be done, if appropriate.

5. **Determination & Notification of Outcome**
   - The parties involved will be notified of the outcome. If the complaint meets the preponderance of evidence standard, discipline will be administered under the appropriate policy. If not, the case is closed.

**Interim Measures**

During the investigation, interim measures may be put in place, including but not limited to no contact directives.

For more information about the discipline process, visit [http://deanofstudents.utexas.edu/conduct/](http://deanofstudents.utexas.edu/conduct/)