



SENATE LEGISLATION APPROVAL

Date:	April 29, 2016
To:	Wallace D. Loh
From:	Willie Brown Chair, University Senate <i>Willie Brown</i>
Subject:	Review of the Interim Sexual Misconduct Staff Procedures
Senate Document #:	14-15-26

I am pleased to forward for your consideration the attached legislation entitled, "Review of the Interim Sexual Misconduct Staff Procedures." Brandon Dula, Chair of the Staff Affairs Committee, presented the proposal. The University Senate approved the proposal with amendments at its April 28, 2016 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Approval of the Review of the Interim Sexual Misconduct Staff Procedures
Senate Doc. No. 14-15-26

WB/rm

Cc: Mary Ann Rankin, Senior Vice President and Provost
Reka Montfort, Executive Secretary and Director, University Senate
Michael Poterala, Vice President and General Counsel
Cynthia Hale, Associate Vice President for Finance and Personnel
John Bertot, Associate Provost for Faculty Affairs
Elizabeth Beise, Associate Provost for Academic Planning & Programs
Sylvia B. Andrews, Academic Affairs
Catherine Carroll, Title IX Officer
Jennifer Matthews, Director, Staff Relations
Brandon Dula, Chair, Staff Affairs Committee

Approved: *Wallace D. Loh*
Wallace D. Loh
President

Date: 05-13-2016



University Senate TRANSMITTAL FORM

Senate Document #:	14-15-26
Title:	Review of the Interim Sexual Misconduct Staff Procedures
Presenter:	Brandon Dula, Chair, Senate Staff Affairs Committee
Date of SEC Review:	April 19, 2016
Date of Senate Review:	April 28, 2016
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>In fall 2014, the Office of Civil Rights & Sexual Misconduct (OCRSM) and the University administration developed interim procedures for resolving complaints of sexual misconduct brought against faculty and staff at the University. The procedures were approved on an interim basis in January 2015. In February 2015, the Senate Executive Committee (SEC) charged the Staff Affairs Committee with review of the interim University of Maryland Staff Sexual Misconduct Investigation & Adjudication Procedures, Appendix B of the University of Maryland Sexual Misconduct Policy & Procedures.</p>
Relevant Policy # & URL:	<p>VI-1.60(A) University of Maryland Sexual Misconduct Policy & Procedures – Appendix B http://umd.edu/policies/docs/VI-160A.pdf</p>
Recommendation:	<p>The Staff Affairs Committee recommends that the Staff Sexual Misconduct Complaint Procedures (Appendix B of VI-1.60[A] University of Maryland Sexual Misconduct Policy & Procedures) be amended as indicated in the procedures document immediately following the committee’s report.</p> <p>The Staff Affairs Committee recommends that any <i>Notice of Disciplinary Action</i> sent to Respondents under the Staff Sexual Misconduct Complaint Procedures provide guidance on grievance processes at the University (e.g., by stating that the Staff Ombuds Officer is available to assist staff in understanding grievance policies and rights based on specific employee status), as appropriate. In addition, the committee recommends that University Human Resources and the OCRSM ensure that their websites provide guidance for employees on staff grievance</p>

	rights and policies, as they relate to the Staff Sexual Misconduct Complaint Procedures, where appropriate.
Committee Work:	<p>The Staff Affairs Committee began reviewing the charge in spring 2015. The committee reviewed the work of the Senate Equity, Diversity, and Inclusion (EDI) Committee on the Sexual Misconduct Policy, and discussed how sexual misconduct cases involving staff have been handled in the past at the University, as well as at other institutions of higher education. The committee consulted with University Human Resources (UHR), the Office of General Counsel (OGC), and the OCRSM. The committee also sought to remain apprised of revisions to the Sexual Misconduct Procedures for faculty and students through the parallel Senate committee processes.</p> <p>The committee developed a number of potential edits for the interim procedures. UHR and the Office of Staff Relations also submitted several comments about the interim procedures for consideration by the committee, which the committee discussed in detail with the Title IX Officer.</p> <p>In fall 2015, the Senate Office received word that the OCRSM and the administration were developing revised versions of all three sets of the interim procedures. Revised procedures for faculty and staff were approved by the President on an interim basis on October 1, 2015. The committee reviewed the new interim staff procedures, and focused on a number of areas of change in the procedures, which it discussed thoroughly.</p> <p>After final review, the Staff Affairs Committee approved the revised Staff Sexual Misconduct Complaint Procedures and an administrative recommendation related to grievance rights via an email vote ending November 16, 2015. The committee sent its recommendations forward for review by the SEC. However, at the same time, the Office of the Attorney General (OAG) of the State of Maryland determined that it needed to conduct a holistic review of all policies and procedures related to sexual misconduct at all University System of Maryland (USM) institutions. As a result, the procedures developed by the committee were not sent to the Senate for review. In March 2016, after extensive consultation between the OAG, the OGC, and the OCRSM, the Senate Office received revised interim procedures for review.</p> <p>The committee reviewed the revised interim procedures during March 2016. The committee discussed issues related to Interim Protective Measures, the Initial Assessment, the Appeals process,</p>

	and other areas of the procedures. After consultation with the OGC and OCRSM, and after deliberation as a committee, the Staff Affairs Committee voted to approve its proposed revisions to the new interim procedures via an email vote, concluding April 15, 2016.
Alternatives:	The Senate could reject the recommendations. However, the Senate would lose an opportunity to revise the Staff Sexual Misconduct Complaint Procedures.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	Senate approval, Presidential approval.

Senate Staff Affairs Committee

Report on Senate Document # 14-15-26

Review of the Interim Sexual Misconduct Staff Procedures

April 2016

2015-2016 Staff Affairs Committee Members

Brandon Dula, Chair

Colleen Dove Auburger, Ex-Officio, VP Administration & Finance Rep

Andrea Goltz, Ex-Officio, Provost's Rep

Jennifer Matthews, Ex-Officio, University Human Resources Rep

Brooke Supple, Ex-Officio, VP Student Affairs Rep

Dylan Baker, Ex-Officio, CUSS Rep

Maureen Schrimpe, Ex-Officio, CUSS Rep

Dana Wimbish, Ex-Officio, CUSS Rep

Sarah Goff-Tlemsani, Ex-Officio, CUSS Alternate Rep (non-voting)

Deborah Grover, Ex-Officio, CUSS Alternate Rep (non-voting)

David Klossner, Ex-Officio, CUSS Alternate Rep (non-voting)

Carol Bonkosky, Non-Exempt Staff

Jasmine Cooper, Non-Exempt Staff

Marci Deloatch, Non-Exempt Staff

Rosanne Hoaas, Non-Exempt Staff

Michelle DeOrnellas, Exempt Staff

Ingrid Farrell, Exempt Staff

Marchon Jackson, Exempt Staff

Maribeth Kibbey, Non-Exempt Staff Contingent II

Gregory Stoker, Exempt Staff Contingent II

Jo Zimmerman, Faculty

Shayna Mazel, Graduate Student

BACKGROUND

In fall 2014, the Office of Civil Rights & Sexual Misconduct (OCRSM) and the University administration worked together to develop interim procedures for resolving cases of sexual misconduct brought against faculty and staff at the University. The procedures were approved on an interim basis in January 2015 and subsequently sent to the Senate for review.

On February 9, 2015, in conjunction with the Senate's review of the interim University of Maryland Sexual Misconduct Policy (Senate Doc. 14-15-11), the Senate Executive Committee (SEC) charged the Staff Affairs Committee with review of the interim University of Maryland Staff Sexual Misconduct Investigation & Adjudication Procedures, which appeared as Appendix B of the University of Maryland Sexual Misconduct Policy. The SEC asked the Staff Affairs Committee to make recommendations on whether these interim procedures are appropriate for the University (Appendix 1).

COMMITTEE WORK

The Staff Affairs Committee began reviewing the charge during the spring 2015 semester. The committee reviewed the work of the Senate Equity, Diversity, and Inclusion (EDI) Committee on the Sexual Misconduct Policy (Senate Doc. 14-15-11), and discussed how sexual misconduct cases involving staff have been handled in the past at the University, as well as at other institutions of higher education. Throughout its review process, the Staff Affairs Committee consulted with University Human Resources, the Office of General Counsel (OGC), and the OCRSM. The committee met with the University's Title IX Officer on a number of occasions, to discuss the interim procedures in detail. The committee also sought to remain apprised of concurring revisions to the Sexual Misconduct Procedures for faculty and students through the parallel processes in the Senate Faculty Affairs and Student Conduct Committees.

The committee first met with a representative of the Office of General Counsel on March 12, 2015 to discuss the interim procedures. Additionally, the committee met with the Assistant Vice President for Human Resources on April 13, 2015, and the Title IX Officer on May 7, 2015.

The 2014-2015 Staff Affairs Committee developed a number of potential edits for the interim procedures. Likewise, University Human Resources and the Office of Staff Relations submitted several comments about the interim procedures for consideration by the committee. Most of the comments focused on assurance of due process, equity, and fairness. The committee discussed these comments, and other matters, at length with the Title IX Officer at the end of the 2014-2015 academic year.

In fall 2015, the Senate Office received word that the OCRSM and the administration were developing revised versions of all three sets interim procedures, due to issues with the procedures found while conducting investigations in spring and summer 2015. The OCRSM determined that immediate changes were needed in order to streamline processes. Revised procedures for faculty and staff were approved by the President on an interim basis on October 1, 2015 (Appendix 3). The new interim procedures were re-named as the Staff Sexual Misconduct Complaint Procedures. The 2015-2016 Staff Affairs Committee immediately began reviewing these new interim procedures by considering revisions to align with the procedures for faculty and students, and highlighted substantive changes in the procedures for further discussion.

As it reviewed the new interim procedures, the committee focused on a number of areas of change in the procedures, including the absence of a process for the parties to appeal the Finding by the Special Investigator, which had previously existed in the January interim procedures. The committee's coordinator frequently presented suggested changes and edits to the procedures that were concurrently being reviewed by the Faculty Affairs Committee and the Student Conduct Committee, for the Staff

Affairs Committee's consideration. Some of these revisions included clarification of the difference between making a report of sexual misconduct and officially filing a complaint of sexual misconduct with the OCRSM, and the addition of a of the Finding by a Standing Review Committee (SRC). The committee was in support of adding an automatic independent review of the Finding to the new interim procedures, in order to provide an adequate level of oversight of the Finding by the Special Investigator, while staying sensitive to the overall timeline of the resolution process.

The interim procedures included a list of existing grievance policies and procedures that staff may be able to use, depending on disciplinary action given and the staff member's employee status at the University. However, through further discussion with the Title IX Officer and the Office of General Counsel, it was suggested that this information be removed. The committee considered this recommendation and was somewhat concerned about the lack of information in the procedures on how to initiate a grievance, if needed. After consideration of possible alternatives, the committee voted to approve an administrative recommendation that University Human Resources and the OCRSM should ensure that their websites provide guidance for employees on staff grievance rights and policies, as they relate to the Staff Sexual Misconduct Complaint Procedures, where appropriate. The committee decided to recommend that that the *Notice of Disciplinary Action*, which may be sent to Respondents under the Staff Sexual Misconduct Complaint Procedures if they are to receive disciplinary action, should provide guidance on grievance processes at the University (e.g., by stating that the Staff Ombuds Officer is available to assist staff in understanding grievance policies and rights based on specific employee status), as appropriate.

After a final discussion and thorough review of the procedures as edited by the committee, the Staff Affairs Committee approved the revised Staff Sexual Misconduct Complaint Procedures, and the administrative recommendation related to grievance rights, via an email vote ending Monday, November 16, 2015. The committee sent its recommendations forward for review by the SEC. However, at the same time, the Office of the Attorney General (OAG) of the State of Maryland determined that it needed to conduct a holistic review of all policies and procedures related to sexual misconduct at all University System of Maryland (USM) institutions. As a result, the procedures developed by the Staff Affairs Committee were not sent to the Senate for review. In March 2016, after extensive consultation between the OAG, the OGC, and the OCRSM, the Senate Office received revised interim procedures for review (Appendix 2).

The revised interim procedures incorporate a few key issues discussed by the committee during its fall 2015 review. For instance, the procedures expressly state that all Complainants and Respondents will have the opportunity to have one Support Person and one Advisor with them during the process, at their own expense and initiation. The procedures also clarify many technical issues raised by the Staff Affairs and the Faculty Affairs Committees as proposed amendments in their fall 2015 drafts. The coordinators for both committees ensured that concerns shared by the committees were addressed by the OGC and the OCRSM for clarification during committee discussions.

After consultation with the OGC and OCRSM, and after deliberation as a committee, the Staff Affairs Committee voted to approve its proposed revisions to the new interim procedures via an email vote, concluding April 15, 2016.

RECOMMENDATIONS

The Staff Affairs Committee recommends that the Staff Sexual Misconduct Complaint Procedures (Appendix B of VI-1.60[A] University of Maryland Sexual Misconduct Policy & Procedures) be amended as indicated in the procedures document immediately following this report.

The Staff Affairs Committee recommends that any *Notice of Disciplinary Action* sent to Respondents under the Staff Sexual Misconduct Complaint Procedures provide guidance on grievance processes at the University (e.g., by stating that the Staff Ombuds Officer at UMD is available to assist staff in understanding grievance policies and rights based on specific employee status), as appropriate. In addition, the committee recommends that University Human Resources and the OCRSM ensure that their websites provide guidance for employees on staff grievance rights and policies, as they relate to the Staff Sexual Misconduct Complaint Procedures, where appropriate.

APPENDICES

Appendix 1 – Charge from the Senate Executive Committee on the Review of the Interim Sexual Misconduct Staff Procedures (dated February 9, 2015)

Appendix 2 – Revised Staff Sexual Misconduct Complaint Procedures (approved on an interim basis on March 21, 2016)

Appendix 3 – Interim Staff Sexual Misconduct Complaint Procedures (approved on interim basis on October 1, 2015)

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

Recommended Changes to the Interim Staff Sexual Misconduct Complaint Procedures
New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~), Moved Text in Green (**example**)

I. Overview

II. Rights to Support Person and Advisor

- A. Support Person
- B. Advisor
- C. Party Obligations
- D. Non-Party Participant Requirements

III. Reporting

IV. Complaint Intake Process

- A. Notification to Complainant
- B. Requests for Confidentiality
- C. Initial Assessment
- D. Interim Protective Measures

V. Resolution Processes

- A. Time Frame for Resolution
- B. Alternative Resolution Process
- C. Investigation Process

VI. Appeals of Finding

- A. Overview
- B. Grounds for Appeal
- C. SRC Appellate Body
- D. Appeal Outcome

VII. Remedies & and Disciplinary Action

- A. Impact Statement & and Mitigation Statements
- B. Remedies
- C. Disciplinary Action

VIII. Grievance Rights

IX. Final Outcome

X. Records Retention

XI. Post-Resolution Follow-Up

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

I. OVERVIEW

These procedures (“**Staff Procedures**”) set forth in Appendix B accompany the University of Maryland (UMD) Sexual Misconduct Policy (the “Policy”) and are the exclusive procedures that govern the handling of all reports or complaints of **sSexual mMisconduct** against UMD staff. Key terms used herein are defined in the Policy. For example, **sSexual mMisconduct** is an umbrella term defined in the Policy that encompasses **dDating vViolence**, **dDomestic vViolence**, **sSexual vViolence**, **sSexual hHarassment**, **sSexual aAssault**, **sSexual eExploitation**, **sSexual iIntimidation**, **rRelationship vViolence**, and **sStalking**.

For purposes of the Policy and these Staff Procedures, staff include University coaches and all University employees other than those with faculty rank as described in II-1.00(A) University of Maryland Policy on Appointment, Promotion, and Tenure of Faculty at <http://www.president.umd.edu/policies/2014-ii-100a.html> <http://president.umd.edu/administration/policies/section-ii-faculty/ii-100a>¹.

Employees with faculty rank are governed by the Faculty Sexual Misconduct Complaint Procedures (*see Appendix C*). These **Staff pProcedures** replace all procedures previously in effect pertaining to the investigation and resolution of **sSexual mMisconduct** complaints against staff at ~~the University of Maryland-UMD~~.

II. RIGHTS TO SUPPORT PERSON AND ADVISOR

Throughout the process, any party may be accompanied to any meeting related to an investigation and resolution of a complaint by up to two (2) other people: (1) a Support Person, and/or (2) an Advisor. Meetings include, but are not limited to, meetings with **the** Office of Civil Rights & Sexual Misconduct (OCRSM), investigative interviews, ~~and~~ document reviews, and alternative resolutions.

A. Support Person

A party may choose to be accompanied by a Support Person of their choice, at their own initiation and expense. A Support Person is someone who can provide emotional, logistical, or other kinds of assistance. The Support Person cannot be a witness or provide evidence in the case. The Support Person is a non-participant who is present to assist a Complainant or Respondent by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the party in a way that does not disrupt or cause any delay. A Support Person shall not be an active participant and the parties must speak for themselves.

B. Advisor

A party may choose to be assisted by an Advisor of their choice, including an attorney, at their own initiation and expense. The Advisor is a non-participant who is present to provide advice and consultation to a party. An Advisor cannot be a witness or provide evidence in a case. If necessary, a party may request a recess in order to speak privately with an Advisor. An Advisor shall not be an active participant. The parties must speak for themselves. An Advisor may not delay, or otherwise interfere with, the University’s process.

C. Party Obligations

¹ **Complaints against law enforcement officers will be investigated and adjudicated consistent with the requirements of the Law Enforcement Officers’ Bill of Rights (LEOBR), Md. Code Ann., Public Safety Article, Title 3, Subtitle 1.**

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

Throughout the process, the Title IX Officer or designee, Investigators, and other University representatives will communicate and correspond directly with the parties, not through a Support Person or Advisor. Parties are responsible for **having ensuring that** Support Persons and Advisors follow the non-party participation requirements below. When a party wishes to have a Support Person **and/or** Advisor accompany them to a meeting, the **individual party** must notify **the** OCRSM in advance. Parties are also responsible for making sure appropriate authorization exists for the University to communicate **the** non-party participation requirements below to any Support Person or Advisor.

D. Non-Party Participant Requirements

All Support Persons and Advisors must review the materials about the scope of their respective roles, prior to accompanying a party to any meeting or other activity. These materials may be obtained online at the OCRSM website, www.umd.edu/ocrsm/ or from **the** OCRSM directly. This is to ensure the Support Persons and Advisors are informed about the process and their respective roles. All parties, Support Persons, and Advisors are expected to understand their roles and adhere to the University's expectations regarding decorum and privacy considerations.

III. REPORTING

Complaints and other reports of **sSexual mMisconduct** against staff may be made to the OCRSM. **Complaints Reports** may also be made to any Responsible University Employee (RUE). **An** RUE, as defined by **this the** Policy, includes all University administrators, supervisors in non-confidential roles, faculty members, campus police, coaches, athletic trainers, resident assistants, and non-confidential first responders. **Responsible University Employees RUEs** are required to share all reports of **sSexual mMisconduct** they receive, promptly with the Title IX Officer or designee.

Students **Complainants** may also report **sSexual mMisconduct** against staff to the Office of Student Conduct (**OSC**), or **to** the Office of Rights & Responsibilities (R&R) in the Department of Resident Life.

Prompt reporting of Prohibited Conduct is encouraged so that the University can take immediate and corrective action to eliminate the misconduct, prevent its recurrence, and address its effects. The University will provide support and assistance to the Complainant and respond according to the steps outlined in these Staff Procedures. **As described in section IV. C,** **U**pon receipt of any report, the Title IX Officer or designee will make an immediate assessment of the risk of harm to the parties or to the **campus University** community and will take steps necessary to address any risks. These steps may include working with ~~the Office of Staff Relations in~~ University Human Resources and other campus offices to facilitate Interim Protective Measures (**as described in section IV. D**) that provide for the safety of the parties and the **campus University** community, when appropriate.

A Complainant may choose to make a report to the University and pursue resolution under these Staff Procedures, and may also choose to make a report to law enforcement. A Complainant may pursue either of these options or both options at the same time. The criminal process and the University's internal process under these Staff Procedures are separate and independent. A Complainant who wishes to pursue criminal action should contact campus police or external law enforcement directly. See Policy **S**ection VII for more information on criminal reporting.

The University recognizes that deciding whether to report **sSexual mMisconduct** and proceed with a formal complaint under these Staff Procedures is a personal decision that may evolve over time. While prompt reporting is strongly encouraged, there is no time limit for reporting **a-complaint of sSexual mMisconduct**. The OCRSM will coordinate with the appropriate University office to provide support and assistance to each Complainant in making important decisions related to reports of **sSexual mMisconduct**.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

Consistent with the goal of safety for all **University** community members, the University will make every effort to respect a Complainant's autonomy in making their own personal decisions after reporting ~~s~~Sexual ~~m~~Misconduct. However, when appropriate, the University, through the OCRSM, retains the right to initiate a formal complaint on its own, independent of any individual's decision as to how they wish to proceed.

IV. COMPLAINT INTAKE PROCESS

A. Notification to the Complainant

Upon receipt of a complaint, the OCRSM will ensure that the Complainant is provided with a copy of the Policy and Staff Procedures and is informed of their rights and responsibilities. The OCRSM will provide information to the Complainant about the University's internal~~;~~ administrative complaint process and review with them their respective rights and responsibilities. The Complainant will be informed of available community and campus resources and services; their right to a Support Person and the Support Person's role; their right to an Advisor and the Advisor's role; their right to file a report with law enforcement~~, or not~~; and the University's prohibition against retaliation. The Complainant will have an opportunity to ask questions and seek additional information.

B. Requests for Confidentiality

Whenever possible, the OCRSM will take action consistent with the Complainant's expressed wishes regarding confidentiality. The University's ability to fully investigate and respond to a complaint may be limited if the Complainant requests that their name not be disclosed to the Respondent or declines to participate in an Investigation. When a Complainant requests their name or other identifiable information not be disclosed and/or that no further action be taken, the Title IX Officer or designee will seek to honor such requests, balancing the Complainant's wishes for confidentiality with the University's obligation to provide a safe and non-discriminatory environment for all members of the University community. The University retains the right to proceed with a complaint as necessary to meet its obligations, and in some cases, may not be able to honor a request for confidentiality.

C. Initial Assessment of Complaint

When the University receives a complaint, the OCRSM will conduct an Initial Assessment. The Initial Assessment will determine whether the reported conduct constitutes a potential violation of the Policy, ~~and if~~ **whether** further action is warranted based on the reported conduct, **and whether the University has jurisdiction over the parties**.

The first step in the Initial Assessment is a preliminary meeting between the Complainant and the OCRSM to gather information that will enable the OCRSM~~, in consultation with other offices, as appropriate~~, to:

- Assess the nature and circumstances reported in the complaint;
- Assess the safety of the Complainant and of the ~~campus~~ **University** community;
- Implement any appropriate ~~i~~nterim ~~p~~rotective ~~m~~asures;
- Assess for pattern evidence or other similar conduct by the Respondent when relevant to the safety assessment;
- Assess the Complainant's expressed preference regarding resolution, including any request that no further action be taken;
- Assess any request by the Complainant for confidentiality or anonymity; and

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

- Assess the reported conduct for possible referral to the University of Maryland Police Department (UMPD) for a timely warning under the Clery Act.

During the Initial Assessment, information will be shared with other units/administrators only as necessary and confidentiality will be maintained by the OCRSM and other administrators, to the extent possible.

At the conclusion of the Initial Assessment, the OCRSM will determine the appropriate next step(s), including but not limited to: no further action, the imposition of Interim **Protective** Measures, Alternative Resolution, and/or proceeding with an investigation.

When the Initial Assessment determines the reported conduct does not ~~rise to the level of~~ **constitute** a potential violation under ~~this~~ **the** Policy, but may violate another University policy, the complaint may be referred to another appropriate University official for review and resolution.

~~Where~~ **When** the Initial Assessment **determines the alleged reported conduct does constitute a potential violation under the Policy, but** reveals that the University lacks jurisdiction over the Respondent, the University will take available and reasonable steps to address the Sexual Misconduct, prevent its recurrence, and address its effects at the University.

D. Interim Protective Measures

Based on the nature and circumstances of the complaint, the Title IX Officer or designee in consultation with appropriate ~~Unit heads and other~~ University administrators may authorize ~~i~~Interim ~~p~~Protective ~~m~~Measures to ensure the safety and well-being of the Complainant and others in the campus community, as appropriate. The Title IX Officer or designee will promptly inform the Respondent (if they are a member of the University community) of any ~~i~~Interim ~~p~~Protective ~~m~~Measures that will directly impact the Respondent and provide an opportunity for the Respondent to respond.

The OCRSM retains discretion to impose and/or modify any ~~i~~Interim ~~p~~Protective ~~m~~Measures based on all available information. Interim ~~p~~Protective ~~m~~Measures will remain in effect until the University's final resolution of the ~~s~~Sexual ~~m~~Misconduct complaint. **Interim Protective Measures may be made permanent, as needed, after adjudication.** A party may challenge the imposition of ~~i~~Interim ~~p~~Protective ~~m~~Measures, or a decision not to impose ~~i~~Interim ~~p~~Protective ~~m~~Measures, by contacting the OCRSM **and University Human Resources** to address any concerns. Information about ~~i~~Interim ~~p~~Protective ~~m~~Measures can be found on pages ~~11~~-12 of the Policy.

V. RESOLUTION PROCESSES

A. Time Frame for Resolution

Consistent with the goal of maximizing educational and working opportunities, remedying the effects of Prohibited Conduct and promoting campus safety while minimizing the possible disruptive nature of the process, the OCRSM will strive to resolve all complaints within sixty (60) business days of receipt. In general, the investigation phase may last approximately four to five weeks and the adjudication phase may last an additional estimated four to five weeks. Good faith efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with the importance of resolving complaints in a timely and expeditious manner. The Title IX Officer may extend the general time frames for the completion of all required actions. If such an extension occurs, the parties will be notified in writing by the OCRSM.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

B. Alternative Resolution Process

The Title IX Officer or designee has the discretion to determine whether a complaint is appropriate for Alternative Resolution and may propose Alternative Resolution to the Complainant as an option. ~~In some cases,~~ †The Complainant may **then** seek Alternative Resolution in lieu of **an** investigation and adjudication.

Alternative Resolution is a process whereby remedies and interventions may serve to address the alleged Prohibited Conduct without proceeding to an investigation and adjudication. Alternative Resolution is not appropriate for complaints involving ~~sSexual~~ †Violence, including ~~sSexual~~ †Assault. **Neither party is required to accept responsibility for the alleged Prohibited Conduct in order to proceed with Alternative Resolution.** The parties may decide not to proceed with Alternative Resolution and may request an investigation and adjudication at any time. ~~The Title IX Officer or designee has the discretion to determine whether a complaint is appropriate for Alternative Resolution and~~ **The Title IX Officer** retains discretion to terminate an ongoing Alternative Resolution process at any time.

The purpose of Alternative Resolution is to take appropriate action by imposing individual and community interventions and remedies designed to maximize the Complainant's access to educational, extra-curricular, and/or employment activities at the University; **and/or to address the effects of the conduct on the larger University community.** Any combination of interventions and remedies may be utilized, including but not limited to:

- ~~• Increased monitoring, supervision and/or security at locations or activities where the Prohibited Conduct occurred or is likely to reoccur;~~
- Targeted or broad-based educational programming or training for relevant individuals or groups;
- **Academic and/or housing modifications for Student Complainants;**
- Workplace modifications and other administrative changes;
- Completion of projects, programs, or requirements designed to help the Respondent manage behavior, refrain from engaging in Prohibited Conduct, and understand why the Prohibited Conduct is prohibited; and
- ~~Compliance with orders of no~~ **Agreements to cease** contact ~~that~~ **and** limit access to specific University buildings or areas or forms of contact with particular persons.

The imposition of remedies or interventions obtained through Alternative Resolution may be achieved by an agreement acceptable to the parties and **the** University. **The Title IX Officer or designee will work with University Human Resources to facilitate the development of this agreement.** In ~~such~~ cases **where an agreement is reached**, the terms of the agreement are implemented and the matter is resolved and closed. In cases where an agreement is not reached, and the Title IX Officer or designee determines that further action is necessary, or if a Respondent fails to comply with the terms of the Alternative Resolution agreement, the matter may be referred for investigation and resolution under these Staff Procedures.

Where the Complainant, ~~and~~ Respondent, and **the** University have reached an Alternative Resolution agreement, the parties will be provided **with a written notice of the outcome copy of the agreement.** **Entering into Alternative Resolution and signing an agreement does not mean that the Respondent admits responsibility; nor does it mean that there has been a finding of a Policy violation.**

C. Investigation Process

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

When the Initial Assessment determines the University has jurisdiction over the Respondent and the alleged conduct, and where Alternative Resolution is not appropriate or Respondent fails to comply with the terms of an Alternative Resolution agreement, an investigation will occur.

1. Notice of Investigation

In the event of an investigation, the Investigator will send a written *Notice of Investigation* and *Notice of Rights and Responsibilities* to both parties.

The *Notice of Investigation* will contain the circumstances of the alleged incident (which generally will include, to the extent known, the name of the Complainant and the date, time, and location), the Prohibited Conduct alleged as defined by the Policy, and the range of potential disciplinary action associated with the Prohibited Conduct. Both parties will also be informed that they will have an opportunity to be heard regarding the complaint during the investigation process, including the opportunity to be heard during ~~an~~ **separate** interviews with an Investigator regarding the alleged ~~s~~**Sexual** ~~m~~**Misconduct**.

2. Notice of Rights and Responsibilities

Both parties will be provided with a copy of the Policy and Staff Procedures and informed of their rights and responsibilities pursuant to the Policy. This includes but is not limited to: no contact directives (and provided a copy), prohibitions against retaliation and guidance about reporting any retaliatory conduct, and available community and campus resources and services.

3. Standard of Review

In making a determination about whether a Policy violation has occurred, the standard of review is preponderance of the evidence. A preponderance of the evidence means “~~it~~ it is more likely than not~~?”~~”. Thus, at the conclusion of the investigation phase, based on the information gathered, a recommended finding will be made ~~to~~ as to whether it is more likely than not that the reported conduct **occurred and that it** constituted Prohibited Conduct in violation of the Policy.

4. Role of the Investigator

The Title IX Officer or designee will designate one or more Investigator(s) from the OCRSM and/or an external Investigator to conduct a prompt, **thorough**, fair, and impartial investigation. All Investigators will receive annual training on issues related to sexual and gender-based harassment, ~~s~~**Sexual** ~~a~~**Assault**, ~~d~~**Dating** ~~v~~**Violence**, ~~d~~**Domestic** ~~v~~**Violence**, and ~~s~~**Stalking**~~;~~. **The training will also include** ~~and~~ how to conduct a fair and impartial investigation that provides parties with notice and a meaningful opportunity to be heard, **as well as how to** ~~and~~ protect~~s~~ the safety of ~~e~~**C**omplainants and the University community while promoting accountability.

5. Overview of the Investigation

The investigation is an impartial fact-gathering process. It is an important stage ~~of the process~~ in which both parties have an opportunity to be heard regarding the complaint. During the investigation the parties will each have an opportunity to meet and speak with the Investigator, provide any relevant information about the reported conduct, and identify persons they believe the Investigator should speak with because they believe they have relevant information. The Investigator will speak separately with both parties and any other individuals who may have relevant information. The Investigator will also gather any available physical evidence or documents, including prior statements by the parties or witnesses, communications

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

between the parties, email messages, **text messages**, social media materials, and other records, as appropriate and available.

a. Special Considerations

Information related to the prior sexual history of either party is generally not relevant to the determination of a Policy violation. However, prior sexual history between the parties may be relevant in very limited circumstances. For example, where there was a prior or ongoing consensual relationship between the parties, and where Consent is at issue in the case at hand, evidence as to the parties' prior sexual history as it relates to Consent may be relevant to assess the manner and nature of communications between the parties. As noted in the Policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute Consent. Sexual history will never be used for purposes of illustrating either party's individual character or reputation. The Investigator will determine the relevance of prior sexual history and inform the parties if information about the parties' sexual history with each other is deemed relevant.

At the discretion of the OCRSM, multiple reports may be consolidated in one investigation if the information related to each incident is relevant in reaching a determination. Matters may be consolidated where they involve multiple Complainants, multiple Respondents, or related conduct involving the same parties, provided that it does not delay the prompt investigation and resolution of complaints.

b. Draft Report

At the conclusion of the investigation, the Investigator will draft a written investigation report that summarizes the information gathered (including, but not limited to, the names of witnesses and summaries of their statements), and synthesizes the areas of agreement and disagreement between the parties.

c. Notice of Opportunity to Review the Draft Investigation Report

Before the investigation report is finalized, the parties will be given an opportunity to review and respond to the draft report. Upon receipt of notice to review the draft report, the parties will each have five (5) business days to review the report and all underlying documents and submit **written** comments, information, and/or **ask** questions **to the Investigator**. If there is any new or additional information to be provided by either party, it must be presented to the Investigator at this time. If further investigation is warranted based on the comments, information, and/or questions provided during the review period, the Investigator will continue the investigation, as needed.

6. Recommended ~~Investigation Outcome~~/Finding

Upon timely receipt of any additional information or comments from the parties or after the five (5) business day comment period has lapsed with no comments provided, and the investigation is complete, the Investigator will finalize the investigation report.

The final investigation report will include ~~a summary of~~ all relevant information obtained in the course of the investigation, an analysis **and proposed findings** of ~~the~~ material facts, and a **recommended** finding of whether or not a Policy violation occurred by a preponderance of the evidence. ~~The notice will also include a range of potential disciplinary action associated with such findings. The Title IX Officer or designee will review the final investigation report.~~

7. Independent Review of the Finding

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

The final investigation report and the recommended finding will be automatically reviewed by a Standing Review Committee (SRC). Each SRC is composed of three (3) individuals (faculty, staff, and/or students), with at least one (1) staff member. SRC members shall be members of the University community who have had no previous involvement with the case, and have been trained to review such cases. SRC members are obligated to disclose to the OCRSM any known conflicts prior to participating in any specific SRC review. Conflicts or familiarity with the individuals involved in the matter that are disclosed to the OCRSM will automatically disqualify an individual SRC member from participation in any particular review.

The SRC will review the final investigation report and consider whether the recommended finding is supported by the information obtained in the course of the investigation. The SRC will confine its consideration to a review of the written record. The SRC may speak with the Investigator when clarification about the final investigation report is needed and/or to issue specific instructions to the Investigator for further investigation. The results of any additional requested investigation will be reported to the SRC.

Once any additional investigation is complete, the SRC will issue its determination on the recommended finding. The SRC will make one of two possible decisions:

- Approve the recommended finding; or
- Reject the recommended finding.

The SRC must issue a written decision to the OCRSM within five (5) business days of receipt of the final investigation report and/or receipt of any additional information resulting from additional requests to the Investigator by the SRC.

After the SRC issues its written determination, the OCRSM will issue a *Notice of Investigation Finding*, which will ~~be issued by the OCRSM and~~ include a range of potential disciplinary actions associated with the finding. The *Notice of Finding* will be sent to the ~~Complainant and Respondent parties and their respective Unit Head(s)~~ University Human Resources, along with the SRC determination and a copy of the final investigation report, including any additional information resulting from additional investigation.

~~Both parties will be contacted by, and required to meet with, their respective Unit Head(s), or the Director of Student Conduct if a student, separately, to discuss the investigation finding/outcome and next steps.~~

Either party may submit Impact and Mitigation Statements within three (3) business days of receipt of the *Notice of Finding* in accordance with section VII. A.

After the issuance of the *Notice of Finding*, University Human Resources in conjunction with the Respondent's unit head may initiate disciplinary action against the Respondent as set forth in section VII. C.

Regardless of whether a disciplinary action is initiated, ~~either or both parties~~ party may appeal the ~~investigation~~ finding in accordance with ~~S~~section VII below.

The Respondent has a separate right to grieve any discipline imposed in accordance with the grievance rights afforded to them based on their specific employment status. Filing an appeal of the finding with the OCRSM does not initiate a grievance of discipline imposed as a result of a finding.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

VI. APPEALS OF FINDING

Either or both parties may appeal the **investigation** finding. An appeal must be submitted **to the OCRSM or designee** in writing within five (5) business days of the date of receipt of the *Notice of Investigation Finding*. Appeals **submitted received** after five (5) business days shall be denied. If an appeal is received **by the OCRSM on time**, the other party will be notified and given five (5) business days from the date of receipt of the notice to respond. Responses shall be submitted directly to the OCRSM **or designee**. Appeals and responses filed by each party will be shared with the other party and considered together in one appeal review process. If neither party submits an appeal, the **investigation** finding is final after five (5) business days. **Appeals will be decided by an SRC Appellate Body (as defined in section VI. C below).**

A. Overview

The scope of the appeal is limited to the grounds set forth below. **D**issatisfaction with the investigation outcome is not a valid basis for appeal. Appeals are not intended to allow for a second review of the same facts of the case or to **redetermine reconsider** whether there was a Policy violation based on the same facts of the case. In most cases, appeals are confined to a review of the written record and the grounds for appeal submitted by the parties.

B. Grounds for Appeal

Grounds for appeal shall be limited to:

1. Substantial Procedural Error

Specified procedural errors or errors in interpretation of University policy **that** were so substantial as to effectively deny a Complainant or a Respondent notice or a fair opportunity to be heard. Mere deviations from procedures that were not so substantial as to deny a Complainant or Respondent notice or a fair opportunity to be heard will not be a basis for sustaining an appeal.

2. New Evidence

New and significant relevant information has become available which a reasonably diligent person could not have discovered during the Investigation.

When the basis of the Appeal is new evidence, the ~~Title IX Officer or designee~~ **SRC Appellate Body** will determine whether the information is new and was unavailable at the time of the investigation. If the **SRC Appellate Body determines that the** information is **determined** not ~~to be~~ **and was available at the time of the investigation**, the Appeal will be denied. If the information is determined to be new and unavailable at the time of the investigation, ~~it will be sent to the~~ **SRC Appellate Body** ~~for review and~~ **will make** a determination as to whether the new information could change the outcome of the investigation. If the **SRC Appellate Body** determines that the new evidence could change the outcome, the case will be sent back to the ~~OCRSM~~ Investigator for further investigation. ~~The OCRSM Investigator will report the outcome of any further investigation to the Appellate Body.~~ **After new evidence is considered, the OCRSM will then provide the SRC Appellate Body with a modified report and findings, as appropriate. Copies of the modified report and findings, if any, will also be provided to the parties. The modified report will be considered by the SRC Appellate Body. The SRC Appellate Body will then decide to affirm the recommendations of the modified report, reject them, or ask for additional investigation.**

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

C. SRC Appellate Body

The Standing Review Committee (SRC) **Appellate Body** is the designated ~~A~~ppellate ~~B~~body for all ~~cases involving allegations of sexual misconduct by staff~~ **appeals of findings under these Staff Procedures**. The SRC **Appellate Body** is composed of three (3) members **(faculty, staff, and/or students), with at least one (1) staff member**. **SRC Appellate Body members shall be members** from the University community who have had no previous involvement with the case, and have been trained to review such cases.

D. Appeal Outcome

The SRC **Appellate Body** may:

- Affirm the ~~Investigation F~~inding;
- Reject the ~~Investigation F~~inding; **or**
- Remand the case back to the Investigator for further investigation.

The SRC **Appellate Body** Chair will render a written decision on the appeal to the Title IX Officer or designee within five (5) business days from the date of the submission of all appeal documents. **The SRC Appellate Body decision is the final determination of a Policy violation and may not be further appealed under these Staff Procedures. If an appeal outcome changes the finding against an employee covered by the Exempt MOU or Nonexempt MOU, University Human Resources will review the appeal outcome and revise discipline imposed or in process, as appropriate. No further appeal is available from the SRC Decision.**

VII. REMEDIES ~~&~~ AND DISCIPLINARY ACTION

A. Impact Statement and Mitigation Statements

Whenever there is a finding of responsibility, **the parties may choose to submit statements to University Human Resources, within three (3) business days from the date of receipt of the Notice of Finding or SRC Appellate Body decision, if an appeal was filed.** ~~before the University issues any remedies or imposes disciplinary action, if any, both parties have the opportunity to submit statements for consideration by the relevant supervisor, unit head or designee in consultation with the Title IX Officer or designee, within three (3) business days from the date of receipt of the decision.~~

The Complainant may submit a written **Impact s**Statement **to University Human Resources** describing the impact of the Prohibited Conduct on the Complainant, ~~and/or request to meet with the relevant supervisor, unit head or designee and Title IX Officer or designee to provide their statement verbally.~~

The Respondent may submit a written **Mitigation s**Statement **to University Human Resources** explaining any factors the Respondent believes should mitigate or otherwise be considered in determining appropriate remedies and/or recommended discipline **either issued or being considered**, if any, ~~and/or request to meet with the relevant unit head or designee and Title IX Officer or designee to provide their statement verbally.~~

The parties' respective statements will **be considered by University Human Resources and not be** shared with the other party.

B. Remedies

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

The Title IX Officer or designee, **in consultation with** ~~and~~ University Human Resources, ~~as or other~~ appropriate **administrators**, ~~in consultation with the relevant supervisor, unit head or designee, as appropriate,~~ will identify reasonable short-term and/or long-term remedies to address the effects of the conduct on the Complainant and prevent its reoccurrence. Such remedies seek to restore to the Complainant, to the extent possible and within reason, the benefits and opportunities lost as a result of the Prohibited Conduct. The Title IX Officer or designee may also identify remedies, such as training for specific audiences, to address the effects of the conduct on the larger University community. **Remedies are separate from disciplinary action and may occur independently of or concurrently with any discipline that is imposed.**

Remedies for student Complainants **under these Staff Procedures** may include, but are not limited to:

- **Support measures** such as extended classwork deadline, or flexible deadlines, change of venue for taking an exam, change in exam date, and/or retaking of an exam.
- **Academic accommodations** such as retroactive drop from a particular class, retroactive withdrawal from a semester, policy exemption requests, and/or tuition reimbursement; **and**
- **Housing accommodations.**

Other ~~R~~remedies for ~~staff~~ Complainants ~~and Respondents~~ may include, but are not limited to:

- Workplace modifications and other administrative changes, no contact orders, denial of access, schedule changes, counseling and/or referral to outside agencies.

C. Disciplinary Action

University Human Resources in conjunction with the Respondent's unit head may initiate disciplinary action, if any, based on a violation of the Policy, after a finding of responsibility and the issuance of the *Notice of Finding* set forth in section V. C. 7 above, or in the event of an appeal, after all appeals under these Staff Procedures, if any, have been exhausted.

Discipline imposed on Respondents covered by the Exempt MOU and Nonexempt MOU will comply with the applicable provisions of the MOU. Discipline imposed on Respondents not covered by an MOU shall be in accordance with applicable University and University System of Maryland (USM) policies.

University Human Resources in conjunction with the Respondent's unit head will ~~When there is a finding of responsibility, and all appeals under these Procedures, if any, have been exhausted, the respective unit head or designee will consult with the Title IX Officer or designee in determining~~ **determine** the appropriate disciplinary action, if any. To determine what type of disciplinary action is most appropriate, ~~the supervisor, unit head or designee in consultation with University Human Resources and other appropriate administrator(s) shall consider~~ the following **factors shall be considered**:

- The nature of the misconduct at issue;
- The impact of the misconduct on the Complainant;
- The impact or implications of the misconduct on the community or the University;
- Any prior ~~s~~Sexual ~~m~~Misconduct by the Respondent at the University or elsewhere that is known to the University;
- Respondent's prior disciplinary history at the University; and
- Any other mitigating, aggravating, or compelling circumstances.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

Discipline shall be imposed in accordance with all procedural due process rights afforded staff based on their employment status in accordance with University policy and Maryland ~~State~~ law. All staff disciplinary action **under these Staff Procedures** shall be approved by the Assistant Vice President ~~of for~~ **University** Human Resources or designee.

1. Notice of Disciplinary Action

When disciplinary action is to be imposed, upon the approval by the Assistant Vice President ~~of for~~ **University** Human Resources or designee, **University Human Resources** ~~the appropriate unit head or designee~~ **will ensure that** ~~issue~~ a *Notice of Disciplinary Action* **is issued** to the Respondent.

Disciplinary action will depend on the specific circumstances in each case and may include discipline ranging from a written reprimand up to and including termination of employment. Other administrative and/or non-disciplinary remedies may also be imposed, including but not limited to, no contact directives, and/or a change in work duties, work locations, or work schedules.

Discipline shall be imposed in accordance with all procedural due process rights afforded staff based on their employment status in accordance with University policy and Maryland law.

VIII. GRIEVANCE RIGHTS

Staff may grieve disciplinary action in accordance with the rights afforded to them based on their specific employment status. **Filing an appeal of the finding is not the same as grieving disciplinary action. The review and appeal processes under these Staff Procedures are separate from any grievance rights.** ~~An employee's grievance rights and associated time limits are separate and unrelated to the Appeal process and Impact and Mitigation Statements outlined in these Staff Procedures. During the grievance process, the Notice of Investigation Finding may also be reviewed, as it relates to the resulting disciplinary action.~~

IX. FINAL OUTCOME

When all the procedures and/or grievance processes afforded to both parties under these Staff Procedures, and the rights afforded to them based on their specific employment status have been exhausted, the Assistant Vice President ~~of for~~ **University** Human Resources or designee will promptly notify the Title IX Officer or designee of any modification of the final outcome. The Title IX Officer or designee will notify the parties of any modification to the final outcome, except as prohibited by Maryland and federal law.

X. RECORDS RETENTION

The OCRSM shall maintain **Initial Assessment**, investigation, and outcome records in accordance with the University's record retention schedule.

University Human Resources and the department/unit head will maintain records of all disciplinary action, **remedies, and grievances** ~~workplace modifications and other administrative changes and remedies~~ related to a complaint and any Alternative Resolution agreements.

XI. POST-RESOLUTION FOLLOW-UP

After any disciplinary action, ~~workplace modifications, administrative changes~~ and/or ~~other~~ remedies are issued, if the Complainant agrees, the Title IX Officer or designee may periodically contact the Complainant to ensure the Prohibited Conduct has ended and to determine whether additional remedies


APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

are necessary. The Complainant may decline future contact at any time. The Title IX Officer or designee may periodically contact the Respondent to assure compliance with the intent and purpose of any disciplinary action, ~~workplace modifications, administrative changes~~ and/or remedies that have been imposed. Any violation by a Respondent of the intent and purpose of any disciplinary action, ~~workplace modification, administrative change~~ and/or remedies imposed under the Policy, or a failure by a **the** University **employee** to provide a specified disciplinary action, ~~workplace modification, administrative change~~ and/or remedy should be reported to the OCRSM.

The Complainant and Respondent are encouraged to provide the Title IX Officer or designee with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the University's implementation of the ~~Sexual Misconduct~~ Policy and Staff Procedures.



**University Senate
CHARGE**

Date:	February 9, 2015
To:	Gloria Aparicio Blackwell Chair, Staff Affairs Committee
From:	Donald Webster  Chair, University Senate
Subject:	Review of the Interim Sexual Misconduct Staff Procedures
Senate Document #:	14-15-26
Deadline:	November 6, 2015

The Senate Executive Committee (SEC) requests that the Staff Affairs Committee review the attached interim Staff Sexual Misconduct Investigation & Adjudication Procedures and make recommendations on whether they are appropriate.

The U.S. Department of Education’s Office for Civil Rights (OCR) provided guidance regarding the Violence Against Women Act (VAWA), which was reauthorized in 2013. This guidance required higher education institutions to develop specific sexual misconduct policies and procedures. As a result, the University System of Maryland (USM) revised its Policy on Sexual Misconduct (V-1.60) and asked all USM institutions to align their policies accordingly. In addition, the University was charged with developing procedures for each of its major constituencies. The attached staff procedures were developed as an element of the University of Maryland Sexual Misconduct Policy & Procedures (VI-1.60[A]), which has been approved on an interim basis pending University Senate review. Complaints against staff based on a violation of the policy will be reviewed in accordance with these procedures.

Specifically, we ask that you:

1. Review the interim University of Maryland Staff Sexual Misconduct Investigation & Adjudication Procedures (Appendix B of the University of Maryland Sexual Misconduct Policy & Procedures (VI-1.60[A])).
2. Consult with the University’s Title IX Coordinator, a representative of University Human Resources, and Staff Relations (as needed) regarding the development of the interim staff procedures.

3. Review similar staff procedures for complaints of sexual misconduct at our peer institutions and other Big 10 and USM institutions.
4. Review the University's past process for handling staff sexual misconduct cases.
5. Review the interim University of Maryland Sexual Misconduct Policy & Procedures ([VI-1.60\[A\]](#)) and consider whether the proposed staff procedures align with the University's interim policy, USM policy, and VAWA guidelines.
6. Consult with the Senate Faculty Affairs Committee regarding any potential revisions to the faculty procedures.
7. Consult with the University's Office of General Counsel on any recommended revisions.
8. If appropriate, recommend whether the interim staff procedures should be revised.

We ask that you submit your report and recommendations to the Senate Office no later than November 6, 2015. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

DW/rm

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

APPENDIX B

INTRODUCTION

I. FILING A COMPLAINT

- A. Initial Assessment
- B. Interim Measures

II. COMPLAINT RESPONSE

- A. Sexual Misconduct Investigation
- B. Notice of Review Option
- C. OSM Investigation Outcome
- D. Independent Review by Standing Review Committee
- E. Notice of Standing Review Committee Finding

III. APPEAL

- A. Grounds for Appeal
- B. Considerations
- C. Standing Review Committee Appellate Body
- D. Final Outcome Notice

IV. DISCIPLINE, REMEDIES & OTHER ADMINISTRATIVE ACTIONS

V. GRIEVANCE RIGHTS

- A. Exempt Employees
- B. Nonexempt Employees
- C. Contingent I and II Employees
- D. Staff with Vested Status

VI. OUTCOME

- A. Records Retention
- B. Additional Notification Following Any Grievance Initiated by the Respondent

INTRODUCTION

These procedures accompany the University of Maryland Sexual Misconduct Policy and are to be used when responding to, investigating and adjudicating complaints of sexual misconduct against UMD staff. These procedures replace all procedures previously in effect pertaining to the investigation and adjudication of sexual misconduct against staff at the University of Maryland, College Park. For purposes of this Policy and Procedures, Staff include University coaches and all University employees other than those with faculty rank as described in II-1.00(A) University of Maryland Policy on Appointment, Promotion and Tenure of Faculty at <http://www.president.umd.edu/policies/2014-ii-100a.html>.

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

I. FILING A COMPLAINT

A complaint of sexual misconduct against staff should be made to the Office of Sexual Misconduct & Relationship Violence (OSM). The Complainant will be interviewed and asked to submit a signed written complaint. The Complainant will also be provided with Notice of her/his Rights and Responsibilities.

Disclosures of sexual misconduct to persons or entities other than those specifically listed as Confidential Resources in Section VI of the Policy are not confidential. Any report of sexual misconduct that is brought to the attention of a Responsible University Employee (“RUE”) as defined in Section III of the Policy must be reported promptly to the Title IX Officer in the OSM. An RUE includes any University administrator, supervisor, faculty member, campus police, coach, trainer, resident assistant¹ or non-confidential first responder who has the authority to take action to redress sexual misconduct or whom a student or staff person could reasonably believe has such authority or duty.

No persons other than the Title IX Officer or designee are authorized to investigate allegations of sexual misconduct in violation of this Policy.

A. Initial Assessment

Upon receipt of a complaint of sexual misconduct, the Title IX Officer or designee, will conduct an Initial Assessment to determine whether the complaint may constitute a violation of the Policy, and whether further action is warranted based on the alleged conduct. The Initial Assessment will be based on the following considerations:

- The nature and circumstances of the allegation, including the severity and duration of the conduct;
- Pattern evidence or other similar conduct by the Respondent;
- The safety of Complainant and others in the campus community; and
- Complainant’s expressed preference regarding resolution.

B. Interim Measures

Based on the nature and circumstances of the complaint, the Title IX Officer may authorize Interim Measures in consultation with the supervisor or unit head/administrator(s) and/or Director of University Human Resources, or designee, as necessary, on a need-to-know basis.

¹ Under the Policy, for purposes of reporting, a student who is a resident assistant is an RUE and is obligated to report sexual misconduct that comes to her/his attention to the Title IX Officer. If a student who is a resident assistant is the subject of allegations of sexual misconduct, the complaint is handled under the Student Investigation and Adjudication Procedures (see Appendix A).

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

II. COMPLAINT RESPONSE

Following the Initial Assessment, the Title IX Officer or designee will determine whether to proceed with an investigation, take no action, or refer the report back to the relevant unit head and/or supervisor to be considered as a personnel matter because it does not rise to the level of Prohibited Conduct as defined under the Policy in Section IV, pages 4-6. If the complaint is referred back to the unit or office from which it originated, the Complainant will be notified.

OSM may proceed with an investigation to ensure the safety and well being of the Complainant and/or others in the campus community even in the absence of a written complaint.

A. Sexual Misconduct Investigation

Following the Initial Assessment, and in consultation with the Complainant, the OSM will initiate a prompt, thorough, and impartial Investigation of the conduct that constitutes a potential violation of the Policy. The OSM will designate a Special Investigator who has training and experience investigating allegations of Prohibited Conduct. The Special Investigator will coordinate the gathering of information to make an investigative finding regarding whether the alleged conduct constitutes a violation of the Policy by a preponderance of the evidence. A preponderance of the evidence means that it is more likely than not that the conduct occurred.

OSM will take immediate and appropriate steps to eliminate sexual misconduct in violation of the Policy, address its affects and prevent its recurrence. Information gathered during the Investigation will be used to evaluate the appropriate course of action, provide for individual and campus safety, and identify the need for Interim Protective Measures and other remedies as necessary.

1. Notice of Investigation

The Title IX Officer or designee will send the Complainant and the Respondent a written *Notice of Investigation*. Once the *Notice of Investigation* has been delivered to the parties, the Investigation phase begins. The *Notice of Investigation* will contain a summary of the allegations at issue, the range of potential violations under the Policy, and the range of potential disciplinary sanctions and/or administrative and other remedies. Upon receipt of the *Notice of Investigation*, or at any stage in the process, the Respondent may choose to accept responsibility for the Policy violation.

Along with the *Notice of Investigation*, the Respondent will receive a *Notice of Rights and Responsibilities*.

The OSM will oversee the Investigation. The Investigation is designed to provide a fair and reliable gathering of the facts. All individuals, including the Complainant, the Respondent, and any third party witnesses, will be treated with appropriate sensitivity and respect throughout the Investigation. The Special Investigator will safeguard the privacy of the individuals involved in a manner consistent with federal and state law and University policy.

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

During the Investigation, the Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. The Special Investigator will speak separately with the Complainant, the Respondent, and any other individuals who are willing to participate and have information relevant to the investigation. The Special Investigator may gather or receive information that is relevant to the determination of an appropriate sanction or remedy, including information about the impact of the alleged incident on the parties. The Special Investigator will also gather any available physical or documentary evidence, including prior statements by the parties or witnesses, any communications between the parties, email messages, social media materials, text messages, and other records as appropriate and available.

Members of the University community are expected to cooperate with the Investigation.

B. Notice of Review Option

At the conclusion of the Investigation, the Special Investigator will prepare a draft written report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between the parties with any supporting information or accounts. Prior to finalizing the Investigation Report and before reaching a finding, the Special Investigator will provide the Complainant and Respondent an opportunity to review the draft Investigation Report (absent a Finding).

A Complainant and Respondent may submit any additional comment or information to the Special Investigator within five (5) business days of the date of the *Notice of Review Option* to review the draft Investigation Report. This is the final opportunity for the parties to identify any additional information or witnesses and review their statements for accuracy. Both parties will be provided electronic password protected access to the report. In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the Special Investigator at this juncture will not be considered by the Special Investigator or Standing Review Committee (SRC).

C. OSM Investigation Outcome

Once the draft Investigation Report is reviewed by the parties and any additional information is incorporated, or after the five (5) business day comment period has lapsed without comment by either party, the Special Investigator will finalize the Investigation Report and make a finding as to whether there has been a violation of the Policy.

The finding will be based on the Special Investigator's assessment of the evidence gathered in the course of the investigation, using a standard of preponderance of evidence (e.g., whether it is more likely than not that a violation of the Policy has occurred). In reaching this determination, the Special Investigator will consult with the Title IX Officer. The Special Investigator may also rely on information regarding the employee's prior disciplinary history and prior criminal history. All information relied on by the Special Investigator shall be included in the final Investigation Report. The OSM Finding will be appended to the Investigation Report and will constitute the OSM Investigation Outcome. The OSM Investigation Outcome will then be sent to

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

the Standing Review Committee for an independent evaluation.

D. Independent Review by the Standing Review Committee

The Standing Review Committee (SRC) is an independent body, composed of five (5) persons made up of a combination of faculty, staff and students with a minimum of three (3) staff. All members of the SRC are adequately trained and are qualified to review findings of sexual misconduct policy violations and grounds for appeal related to those findings.

The Standing Review Committee will conduct an independent assessment of the OSM Investigation Outcome and determine whether there has been a violation of the Policy. The SRC may affirm or reject the finding of the OSM Outcome regarding the policy violation, and/or return the OSM Outcome to the Special Investigator to conduct additional investigation before completing its review. All SRC decisions require a super majority vote (4-1) and shall be accompanied by an explanation of the SRC's stated rationale for the decision.

The SRC will have five (5) business days to make a determination as to whether there is a violation of the Policy. In the event the SRC rejects the OSM Finding and requests additional investigation, the SRC shall review the revised OSM Outcome upon completion of any additional investigation by the Special Investigator. The five (5) day timeline may be extended by the Title IX Officer to accommodate any additional investigation and reconsideration by the SRC, as needed.

The SRC shall issue its determination (SRC Finding) to the Title IX Officer.

E. Notice of Standing Review Committee Finding

The Title IX Officer or designee will then issue a formal Notice of SRC Finding to both parties, separately and simultaneously. (In the event the investigation was initiated by the OSM without a formal Complainant, only the Respondent shall be notified.) The Notice of SRC Finding shall include a reference to the specific prohibited conduct at issue, a summary of the investigation findings and the SRC's stated rationale for its decision. Copies of the Notice of SRC Finding shall also be sent to the appropriate supervisor and unit head, on a need-to-know basis, and to the Director of University of Human Resources, or designee.

III. APPEAL

Either party may appeal the SRC Finding to the SRC Appellate Body. Mere dissatisfaction with the outcome is not a valid basis for appeal. The appeal must be submitted in writing, within five (5) business days of receipt of the Notice of SRC Finding to OSM, using the *Notice of Appeal form*. The scope of the appeal is limited to three permissible grounds (listed below). If the appeal request moves forward, the other party will be notified and given five (5) business days to respond. Responses shall be submitted directly to the OSM. Appeals filed by each party will be considered together in one appeal review process. Receipt of any written appeals will be acknowledged in writing by the OSM.

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

A. Grounds for Appeal

Grounds for appeal shall be limited to:

- Procedural Error: A violation of procedural due process means that the SRC Finding was negatively influenced by a failure of the Special Investigator and/or SRC to take a procedural step or fulfill a procedural requirement established by this Policy.
- New Evidence: New evidence is significant evidence that could not have been previously discovered and presented by the appellant through reasonable diligence.
- Substantive Due Process: A violation of substantive due process means that the SRC Finding was based upon an illegal or constitutionally impermissible consideration (e.g. party's gender, race, age, national origin, sexual orientation or exercise of first amendment rights).

If neither party submits an appeal, the SRC Finding becomes final after five (5) business days. Once an SRC Finding becomes final, the Title IX Office will issue a formal Notice of Policy Violation as described in Section D, below. Appeals submitted after five (5) business days will be denied.

B. Considerations

In any request for an appeal, the burden of proof lies with the party requesting the appeal. Appeals are not intended to allow for a rehearing of the complaint or a de novo investigation by the SRC Appellate Body. A review of the matter will be prompt and narrowly tailored to the specific grounds requested for appeal. In most cases, appeals are confined to a review of the written record and the pertinent documentation underlying the appeal. However, depending on the nature of the appeal, the SRC Appellate Body may speak to the Special Investigator, the SRC Conference Chair, or the parties, as deemed appropriate.

C. Standing Review Committee Appellate Body

The SRC Appellate Body is composed of three (3) members from the Standing Review Committee who did not participate previously in a review of the case. Depending on the basis of the requested appeal, the SRC Appellate Body may:

- Affirm the SRC Finding;
- Alter the SRC Finding; or
- Return the matter to the Title IX Officer with instructions to cure a procedural or substantive error or to assess the weight and impact of newly discovered information.

1. Notice of Appeal Outcome

An Appellate conference will be convened before a newly constituted SRC Appellate Body when the procedural or substantive error cannot be corrected by returning the matter to the

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

original SRC. The SRC Appellate Body Chair will render a written decision on the appeal referred to as the *Notice of Appeal Outcome*, within ten (10) business days from the date the OSM receives all appeal documents. SRC Appellate determinations must be unanimous. In the event the SRC Appellate Body is unable to reach a unanimous decision, the appeal is deemed denied and the SRC Finding is affirmed. All SRC Appellate Body decisions are final and will be communicated to the parties via the Office of Sexual Misconduct.

D. Final Outcome Notice

After the SRC Finding becomes final and all appeals, if any, are exhausted, the Title IX Officer or designee shall issue a Final Outcome Notice to both parties, separately and simultaneously, in writing, and in person, when possible. Issuance of the Notice completes the investigation and adjudication of the complaint under this Policy.

IV. DISCIPLINE AND ADMINISTRATIVE OR OTHER REMEDIES

Discipline and/or administrative and/or other remedies may be imposed if the Final Outcome Notice reflects a Policy violation. In such an event, the appropriate supervisor and unit head, in consultation with other relevant administrators, as needed, shall consider the following to determine what type of discipline and/or administrative and/or other remedies is most appropriate:

- The nature of the misconduct at issue;
- The impact of the misconduct on the Complainant;
- The impact or implications of the misconduct on the community or the University;
- Any prior sexual misconduct by the Respondent at the University or elsewhere that is known to the University;
- Respondent's prior disciplinary history at the University; and
- Any other mitigating, aggravating, or compelling circumstances.

Discipline, remedies and other administrative action may include, but is not limited to, the following:

- Unit transfers;
- Reassignment of duties;
- Mandatory individualized sexual misconduct training;
- Oral Reminders;
- Written Reminders/Letters of Reprimand;
- Suspension without Pay;
- Suspension Pending Charges of Removal; and
- Termination

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

V. GRIEVANCE RIGHTS

Employees may grieve disciplinary action depending on the rights afforded to them based on their employee status. Employees may not grieve administrative and/or other remedies that do not constitute formal disciplinary action.

A. Exempt Employees

Regular exempt employees found to have violated the Sexual Misconduct Policy may be terminated pursuant to VII-1.22 Policy on Separation for Regular Exempt Employees at <http://www.president.umd.edu/policies/2014-VII-122.html> either under *Section III Termination by Period of Notice* or under *Section IV Termination for Cause*.

A grievance of a termination action may be made pursuant to VII-8.00 USM Policy on Grievances for Exempt and Nonexempt Staff Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII800.html> and VII-8.10 USM Policy on Special Action Appeals for Classified Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII810.html>.

B. Nonexempt Employees

Regular nonexempt employees found to have violated this Policy may be terminated in accordance with VII-8.00 USM Policy on Grievances for Exempt and Nonexempt Staff Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII800.html> and VII-8.10 Policy on Special Action Appeals for Classified Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII810.html>.

C. Contingent I and II Employees

Contingent employees found to have violated this Policy may be terminated in accordance with the terms of their contract. Contingent employees do not have grievance rights. Any dispute regarding termination may be brought to the attention of the employee's supervisor or department head, or alternatively, may be brought to the attention of the University Human Resources-Office of Staff Relations.

D. Staff with Vested Status

Associate Staff, Classified-Exempt and employees with a Librarian job title employed at the time of implementation of Phase II-USM Exempt Pay Program (January 2, 2000) shall have grievance rights according to Sections III and IV of VII-9.01 USM Policy on Implementation of Phase II-Exempt of the USM Pay Program at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII901.html>

UNIVERSITY OF MARYLAND
STAFF SEXUAL MISCONDUCT INVESTIGATION & ADJUDICATION PROCEDURES

VI. FINAL OUTCOME

A. Records Retention

The OSM shall maintain investigation and outcome records in accordance with the University's record retention schedule.

The Respondent's Department and the Department of University Human Resources shall maintain records of any discipline, administrative and/or other remedies in accordance with the University's record retention schedule and standard University protocols regarding the retention of personnel records.

B. Additional Notification Following Any Grievance Initiated by the Respondent

After the completion of any grievance process initiated by the Respondent as a result of a personnel action taken based on a violation of this Policy, the Title IX Officer or designee will promptly notify the Complainant of any modification of the Final Outcome, except as prohibited by State or Federal law.

END OF DOCUMENT

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

I. Overview

II. Rights to Support Person and Advisor

- A. Support Person
- B. Advisor
- C. Party Obligations
- D. Non-Party Participant Requirements

III. Reporting

IV. Complaint Intake Process

- A. Notification to Complainant
- B. Requests for Confidentiality
- C. Initial Assessment
- D. Interim Protective Measures

V. Resolution Processes

- A. Time Frame for Resolution
- B. Alternative Resolution Process
- C. Investigation Process

VI. Appeals

- A. Overview
- B. Grounds for Appeal
- C. Appellate Body
- D. Appeal Outcome

VII. Remedies & Disciplinary Action

- A. Impact & Mitigation Statements
- B. Remedies
- C. Disciplinary Action

VIII. Grievance Rights

IX. Final Outcome

X. Records Retention

XI. Post-Resolution Follow-Up

I. OVERVIEW

These procedures set forth in Appendix B accompany the University of Maryland (UMD) Sexual Misconduct Policy (the "Policy") and are the exclusive procedures that govern the handling of all reports or complaints of sexual misconduct against UMD staff. Key terms used herein are defined in the Policy. For example, sexual misconduct is an umbrella term defined in the Policy that encompasses dating violence, domestic violence, sexual violence, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, relationship violence and stalking.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

For purposes of the Policy and these Staff Procedures, staff include University coaches and all University employees other than those with faculty rank as described in II-1.00(A) University of Maryland Policy on Appointment, Promotion, and Tenure of Faculty at <http://www.president.umd.edu/policies/2014-ii-100a.html>.

Employees with faculty rank are governed by the Faculty Sexual Misconduct Complaint Procedures (see *Appendix C*). These procedures replace all procedures previously in effect pertaining to the investigation and resolution of sexual misconduct complaints against staff at the University of Maryland.

II. RIGHTS TO SUPPORT PERSON AND ADVISOR

Throughout the process, any party may be accompanied to any meeting related to an investigation and resolution of a complaint by up to two (2) other people: (1) a Support Person, and (2) an Advisor. Meetings include, but are not limited to, meetings with Office of Civil Rights & Sexual Misconduct (OCRSM), investigative interviews, and document reviews, and alternative resolutions.

A. Support Person

A party may choose to be accompanied by a Support Person of their choice, at their own initiation and expense. A Support Person is someone who can provide emotional, logistical, or other kinds of assistance. The Support Person cannot be a witness or provide evidence in the case. The Support Person is a non-participant who is present to assist a Complainant or Respondent by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the party in a way that does not disrupt or cause any delay. A Support Person shall not be an active participant and the parties must speak for themselves.

B. Advisor

A party may choose to be assisted by an Advisor of their choice, including an attorney, at their own initiation and expense. The Advisor is a non-participant who is present to provide advice and consultation to a party. An Advisor cannot be a witness or provide evidence in a case. If necessary, a party may request a recess in order to speak privately with an Advisor. An Advisor shall not be an active participant. The parties must speak for themselves. An Advisor may not delay, or otherwise interfere with, the University's process.

C. Party Obligations

Throughout the process, the Title IX Officer or designee, Investigators and other University representatives will communicate and correspond directly with the parties, not through a Support Person or Advisor. Parties are responsible for having Support Persons and Advisors follow the non-party participation requirements below. When a party wishes to have a Support Person or Advisor accompany them to a meeting, the individual must notify OCRSM in advance. Parties are also responsible for making sure appropriate authorization exists for the University to communicate non-party participation requirements below to any Support Person or Advisor.

D. Non-Party Participant Requirements

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

All Support Persons and Advisors must review the materials about the scope of their respective roles, prior to accompanying a party to any meeting or other activity. These materials may be obtained online at the OCRSM website, www.umd.edu/ocrsm/ or from OCRSM directly. This is to ensure the Support Persons and Advisors are informed about the process and their respective roles. All parties, Support Persons and Advisors are expected to understand their roles and adhere to the University's expectations regarding decorum and privacy considerations.

III. REPORTING

Complaints and other reports of sexual misconduct against staff may be made to the OCRSM. Complaints may also be made to any Responsible University Employee (RUE). A RUE, as defined by this Policy, includes all University administrators, supervisors in non-confidential roles, faculty members, campus police, coaches, athletic trainers, resident assistants, and non-confidential first responders. Responsible University Employees are required to share all reports of sexual misconduct they receive, promptly with the Title IX Officer or designee.

Student Complainants may also report sexual misconduct against staff to the Office of Student Conduct, or the Office of Rights & Responsibilities (R&R) in the Department of Resident Life.

Prompt reporting of Prohibited Conduct is encouraged so that the University can take immediate and corrective action to eliminate the misconduct, prevent its recurrence, and address its effects. The University will provide support and assistance to the Complainant and respond according to the steps outlined in these Staff Procedures. Upon receipt of any report, the Title IX Officer or designee will make an immediate assessment of the risk of harm to the parties or to the campus community and will take steps necessary to address any risks. These steps may include working with the Office of Staff Relations in University Human Resources and other campus offices to facilitate Interim Protective Measures that provide for the safety of the parties and the campus community, when appropriate.

A Complainant may choose to make a report to the University and pursue resolution under these Staff Procedures, and may also choose to make a report to law enforcement. A Complainant may pursue either of these options or both options at the same time. The criminal process and the University's internal process under these Staff Procedures are separate and independent. A Complainant who wishes to pursue criminal action should contact campus police or external law enforcement directly. See Policy Section VII for more information on criminal reporting.

The University recognizes that deciding whether to report sexual misconduct and proceed with a formal complaint under these Staff Procedures is a personal decision that may evolve over time. While prompt reporting is strongly encouraged, there is no time limit for reporting a complaint of sexual misconduct. The OCRSM will coordinate with the appropriate University office to provide support and assistance to each Complainant in making important decisions related to reports of sexual misconduct. Consistent with the goal of safety for all community members, the University will make every effort to respect a Complainant's autonomy in making their own personal decisions after reporting sexual misconduct. However, when appropriate, the University, through the OCRSM, retains the right to initiate a formal complaint on its own, independent of any individual's decision as to how they wish to proceed.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

IV. COMPLAINT INTAKE PROCESS

A. Notification to the Complainant

Upon receipt of a complaint, the OCRSM will ensure that the Complainant is provided with a copy of the Policy and Staff Procedures and is informed of their rights and responsibilities. The OCRSM will provide information to the Complainant about the University's internal, administrative complaint process and review with them their respective rights and responsibilities. The Complainant will be informed of available community and campus resources and services; their right to a Support Person and the Support Person's role; their right to an Advisor and the Advisor's role; their right to file a report with law enforcement, or not; and the University's prohibition against retaliation. The Complainant will have an opportunity to ask questions and seek additional information.

B. Requests for Confidentiality

Whenever possible, the OCRSM will take action consistent with the Complainant's expressed wishes regarding confidentiality. The University's ability to fully investigate and respond to a complaint may be limited if the Complainant requests that their name not be disclosed to the Respondent or declines to participate in an Investigation. When a Complainant requests their name or other identifiable information not be disclosed and/or that no further action be taken, the Title IX Officer or designee will seek to honor such requests, balancing the Complainant's wishes for confidentiality with the University's obligation to provide a safe and non-discriminatory environment for all members of the University community. The University retains the right to proceed with a complaint as necessary to meet its obligations, and in some cases, may not be able to honor a request for confidentiality.

C. Initial Assessment of Complaint

When the University receives a complaint, the OCRSM will conduct an Initial Assessment. The Initial Assessment will determine whether the reported conduct constitutes a potential violation of the Policy, and if further action is warranted based on the reported conduct.

The first step in the Initial Assessment is a preliminary meeting between the Complainant and the OCRSM to gather information that will enable the OCRSM, in consultation with other offices, as appropriate, to:

- Assess the nature and circumstances reported in the complaint;
- Assess the safety of the Complainant and of the campus community;
- Implement any appropriate interim protective measures;
- Assess for pattern evidence or other similar conduct by the Respondent when relevant to the safety assessment;
- Assess the Complainant's expressed preference regarding resolution, including any request that no further action be taken;
- Assess any request by the Complainant for confidentiality or anonymity; and
- Assess the reported conduct for possible referral to the University of Maryland Police Department (UMPD) for a timely warning under the Clery Act.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

At the conclusion of the Initial Assessment, the OCRSM will determine the appropriate next step(s), including but not limited to: no further action, the imposition of Interim Measures, Alternative Resolution, and/or proceeding with an investigation.

When the Initial Assessment determines the reported conduct does not rise to the level of a potential violation under this Policy, but may violate another University policy, the complaint may be referred to another appropriate University official for review and resolution.

Where the Initial Assessment reveals that the University lacks jurisdiction over the Respondent, the University will take available and reasonable steps to address the Sexual Misconduct, prevent its recurrence, and address its effects at the University.

D. Interim Protective Measures

Based on the nature and circumstances of the complaint, the Title IX Officer or designee in consultation with appropriate Unit heads and other University administrators may authorize interim protective measures to ensure the safety and well-being of the Complainant and others in the campus community, as appropriate. The Title IX Officer or designee will promptly inform the Respondent (if they are a member of the University community) of any interim protective measures that will directly impact the Respondent and provide an opportunity for the Respondent to respond.

The OCRSM retains discretion to impose and/or modify any interim protective measures based on all available information. Interim protective measures will remain in effect until the University's final resolution of the sexual misconduct complaint. A party may challenge the imposition of interim protective measures, or a decision not to impose interim protective measures, by contacting the OCRSM to address any concerns. Information about interim protective measures can be found on pages 11-12 of the Policy.

V. RESOLUTION PROCESSES

A. Time Frame for Resolution

Consistent with the goal of maximizing educational and working opportunities, remedying the effects of Prohibited Conduct and promoting campus safety while minimizing the possible disruptive nature of the process, the OCRSM will strive to resolve all complaints within sixty (60) business days of receipt. In general, the investigation phase may last approximately four to five weeks and the adjudication phase may last an additional estimated four to five weeks. Good faith efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with the importance of resolving complaints in a timely and expeditious manner. The Title IX Officer may extend the general time frames for the completion of all required actions. If such an extension occurs, the parties will be notified in writing by the OCRSM.

B. Alternative Resolution Process

In some cases, the Complainant may seek Alternative Resolution in lieu of investigation and adjudication.

Alternative Resolution is a process whereby remedies and interventions may serve to address the alleged Prohibited Conduct without proceeding to an investigation and adjudication.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

Alternative Resolution is not appropriate for complaints involving sexual violence, including sexual assault. The parties may decide not to proceed with Alternative Resolution and may request an investigation and adjudication at any time.

The Title IX Officer or designee has the discretion to determine whether a complaint is appropriate for Alternative Resolution and retains discretion to terminate an ongoing Alternative Resolution process at any time.

The purpose of Alternative Resolution is to take appropriate action by imposing individual and community interventions and remedies designed to maximize the Complainant's access to educational, extra-curricular and/or employment activities at the University. Any combination of interventions and remedies may be utilized, including but not limited to:

- Increased monitoring, supervision and/or security at locations or activities where the Prohibited Conduct occurred or is likely to reoccur;
- Targeted or broad-based educational programming or training for relevant individuals or groups;
- Workplace modifications and other administrative changes;
- Completion of projects, programs, or requirements designed to help the Respondent manage behavior, refrain from engaging in Prohibited Conduct and understand why the Prohibited Conduct is prohibited; and
- Compliance with orders of no contact that limit access to specific University buildings or areas or forms of contact with particular persons.

The imposition of remedies or interventions obtained through Alternative Resolution may be achieved by an agreement acceptable to the parties and University. In such cases the terms of the agreement are implemented and the matter is resolved and closed. In cases where an agreement is not reached, and the Title IX Officer or designee determines that further action is necessary, or if a Respondent fails to comply with the terms of the Alternative Resolution agreement, the matter may be referred for investigation and resolution under these Staff Procedures.

Where the Complainant and Respondent and University have reached an Alternative Resolution agreement, the parties will be provided a written notice of the outcome.

C. Investigation Process

When the Initial Assessment determines the University has jurisdiction over the Respondent and the alleged conduct, and where Alternative Resolution is not appropriate or Respondent fails to comply with the terms of an Alternative Resolution agreement, an investigation will occur.

1. Notice of Investigation

In the event of an investigation, the Investigator will send a written *Notice of Investigation and Notice of Rights and Responsibilities* to both parties.

The *Notice of Investigation* will contain the circumstances of the alleged incident (which generally will include, to the extent known, the name of the Complainant and the date, time and location), the Prohibited Conduct alleged as defined by the Policy, and the range of potential

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

disciplinary action associated with the Prohibited Conduct. Both parties will also be informed that they will have an opportunity to be heard regarding the complaint during the investigation process, including the opportunity to be heard during an interview with an Investigator regarding the alleged sexual misconduct.

2. Notice of Rights and Responsibilities

Both parties will be provided with a copy of the Policy and Staff Procedures and informed of their rights and responsibilities pursuant to the Policy. This includes but is not limited to: no contact directives (and provided a copy), prohibitions against retaliation and guidance about reporting any retaliatory conduct, and available community and campus resources and services.

3. Standard of Review

In making a determination about whether a Policy violation has occurred, the standard of review is preponderance of the evidence. A preponderance of the evidence means “it is more likely than not.” Thus, at the conclusion of the investigation phase, based on the information gathered, a recommended finding will be made as to whether it is more likely than not that the reported conduct constituted Prohibited Conduct in violation of the Policy.

4. Role of the Investigator

The Title IX Officer or designee will designate one or more Investigator(s) from the OCRSM and/or an external Investigator to conduct a prompt, fair, and impartial investigation. All Investigators will receive annual training on issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking; and how to conduct a fair and impartial investigation that provides parties with notice and a meaningful opportunity to be heard and protects the safety of complainants and the University community while promoting accountability.

5. Overview of the Investigation

The investigation is an impartial fact-gathering process. It is an important stage of the process in which both parties have an opportunity to be heard regarding the complaint. During the investigation the parties will each have an opportunity to meet and speak with the Investigator, provide any relevant information about the reported conduct, and identify persons they believe the Investigator should speak with because they believe they have relevant information. The Investigator will speak separately with both parties and any other individuals who may have relevant information. The Investigator will also gather any available physical evidence or documents, including prior statements by the parties or witnesses, communications between the parties, email messages, social media materials, and other records, as appropriate and available.

a. Special Considerations

Information related to the prior sexual history of either party is generally not relevant to the determination of a Policy violation. However, prior sexual history between the parties may be relevant in very limited circumstances. For example, where there was a prior or ongoing consensual relationship between the parties, and where Consent is at issue in the case at hand, evidence as to the parties' prior sexual history as it relates to Consent may be relevant to assess the manner and nature of communications between the parties. As noted in the Policy, however, the mere fact of a current or previous dating or sexual relationship,

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

by itself, is not sufficient to constitute Consent. Sexual history will never be used for purposes of illustrating either party's individual character or reputation. The Investigator will determine the relevance of prior sexual history and inform the parties if information about the parties' sexual history with each other is deemed relevant.

At the discretion of the OCRSM, multiple reports may be consolidated in one investigation if the information related to each incident is relevant in reaching a determination. Matters may be consolidated where they involve multiple Complainants, multiple Respondents, or related conduct involving the same parties, provided that it does not delay the prompt investigation and resolution of complaints.

b. Draft Report

At the conclusion of the investigation, the Investigator will draft a written investigation report that summarizes the information gathered (including, but not limited to, the names of witnesses and summaries of their statements), and synthesizes the areas of agreement and disagreement between the parties.

c. Notice of Opportunity to Review the Draft Investigation Report

Before the investigation report is finalized, the parties will be given an opportunity to review and respond to the draft report. Upon receipt of notice to review the draft report, the parties will each have five (5) business days to review the report and all underlying documents and submit comments, information and/or ask questions. If there is any new or additional information to be provided by either party, it must be presented to the Investigator at this time. If further investigation is warranted based on the comments, information and/or questions provided during the review period, the Investigator will continue the investigation, as needed.

6. Investigation Outcome/Finding

Upon timely receipt of any additional information or comments from the parties or after the five (5) business day comment period has lapsed with no comments provided, and the investigation is complete, the Investigator will finalize the investigation report.

The final investigation report will include a summary of all relevant information obtained in the course of the investigation, an analysis of the material facts, and a finding of whether or not a Policy violation occurred by a preponderance of the evidence. The notice will also include a range of potential disciplinary action associated with such findings. The Title IX Officer or designee will review the final investigation report.

A *Notice of Investigation Finding* will be issued by the OCRSM and sent to the Complainant and Respondent and their respective Unit Head(s), along with a copy of the final investigation report.

Both parties will be contacted by, and required to meet with, their respective Unit Head(s), or the Director of Student Conduct if a student, separately, to discuss the investigation finding/outcome and next steps.

Either or both parties may appeal the investigation finding in accordance with Section VII below.

VI. APPEALS

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

Either or both parties may appeal the investigation finding. An appeal must be submitted in writing within five (5) business days of the date of receipt of the *Notice of Investigation Finding*. Appeals submitted after five (5) business days shall be denied. If an appeal is received by the OCRSM, the other party will be notified and given five (5) business days from the date of receipt of the notice to respond. Responses shall be submitted directly to the OCRSM. Appeals and responses filed by each party will be shared with the other party and considered together in one appeal review process. If neither party submits an appeal, the investigation finding is final after five (5) business days.

A. Overview

The scope of the appeal is limited to the grounds set forth below. Dissatisfaction with the investigation outcome is not a valid basis for appeal. Appeals are not intended to allow for a second review of the same facts of the case or to redetermine whether there was a Policy violation based on the same facts of the case. In most cases, appeals are confined to a review of the written record and the grounds for appeal submitted by the parties.

B. Grounds for Appeal

Grounds for appeal shall be limited to:

1. Substantial Procedural Error

Specified procedural errors or errors in interpretation of University policy were so substantial as to effectively deny a Complainant or a Respondent notice or a fair opportunity to be heard. Mere deviations from procedures that were not so substantial as to deny a Complainant or Respondent notice or a fair opportunity to be heard will not be a basis for sustaining an appeal.

2. New Evidence

New and significant relevant information has become available which a reasonably diligent person could not have discovered during the Investigation.

When the basis of the Appeal is new evidence, the Title IX Officer or designee will determine whether the information is new and was unavailable at the time of the investigation. If the information is determined not to be new, the Appeal will be denied.

If the information is determined to be new and unavailable at the time of the investigation, it will be sent to the Appellate Body for review and determination as to whether the new information could change the outcome of the investigation. If the Appellate Body determines that the new evidence could change the outcome, the case will be sent back to the OCRSM Investigator for further investigation. The OCRSM Investigator will report the outcome of any further investigation to the Appellate Body.

C. Appellate Body

The Standing Review Committee (SRC) is the designated Appellate Body for all cases involving allegations of sexual misconduct by staff. The SRC is composed of three (3) members from the University community who have had no previous involvement with the case, and have been trained to review such cases.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

D. Appeal Outcome

The SRC may:

- Affirm the Investigation Finding;
- Reject the Investigation Finding;
- Remand the case back to the Investigator for further investigation.

The SRC Chair will render a written decision on the appeal to the Title IX Officer or designee within five (5) business days from the date of the submission of all appeal documents. No further appeal is available from the SRC Decision.

VII. REMEDIES & DISCIPLINARY ACTION

A. Impact and Mitigation Statements

Whenever there is a finding of responsibility, before the University issues any remedies or imposes disciplinary action, if any, both parties have the opportunity to submit statements for consideration by the relevant supervisor, unit head or designee in consultation with the Title IX Officer or designee, within three (3) business days from the date of receipt of the decision.

The Complainant may submit a written statement describing the impact of the Prohibited Conduct on the Complainant, and/or request to meet with the relevant supervisor, unit head or designee and Title IX Officer or designee to provide their statement verbally.

The Respondent may submit a written statement explaining any factors the Respondent believes should mitigate or otherwise be considered in determining appropriate remedies and/or recommended discipline, if any, and/or request to meet with the relevant unit head or designee and Title IX Officer or designee to provide their statement verbally.

The parties' respective statements will not be shared with the other party.

B. Remedies

The Title IX Officer or designee and University Human Resources, as appropriate, in consultation with the relevant supervisor, unit head or designee, as appropriate, will identify reasonable short-term and/or long-term remedies to address the effects of the conduct on the Complainant and prevent its reoccurrence. Such remedies seek to restore to the Complainant, to the extent possible and within reason, the benefits and opportunities lost as a result of the Prohibited Conduct. The Title IX Officer or designee may also identify remedies, such as training for specific audiences, to address the effects of the conduct on the larger University community.

Remedies for student Complainants may include, but are not limited to:

- **Support measures** such as extended classwork deadline, or flexible deadlines, change of venue for taking an exam, change in exam date, and/or retaking of an exam.
- **Academic accommodations** such as retroactive drop from a particular class, retroactive withdrawal from a semester, policy exemption requests, and/or tuition reimbursement.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

Remedies for staff Complainants and Respondents may include, but are not limited to:

- Workplace modifications and other administrative changes, no contact orders, denial of access, schedule changes, counseling and/or referral to outside agencies.

C. Disciplinary Action

When there is a finding of responsibility, and all appeals under these Procedures, if any, have been exhausted, the respective unit head or designee will consult with the Title IX Officer or designee determining the appropriate disciplinary action, if any.

To determine what type of disciplinary action is most appropriate, the supervisor, unit head or designee in consultation with University Human Resources and other appropriate administrator(s) shall consider the following:

- The nature of the misconduct at issue;
- The impact of the misconduct on the Complainant;
- The impact or implications of the misconduct on the community or the University;
- Any prior sexual misconduct by the Respondent at the University or elsewhere that is known to the University;
- Respondent's prior disciplinary history at the University; and
- Any other mitigating, aggravating, or compelling circumstances.

Discipline shall be imposed in accordance with all procedural due process rights afforded staff based on their employment status in accordance with University policy and Maryland State law. All staff disciplinary action shall be approved by the Assistant Vice President of University Human Resources or designee.

1. Notice of Disciplinary Action

When disciplinary action is to be imposed, upon the approval by the Assistant Vice President of University Human Resources or designee, the appropriate unit head or designee will issue a *Notice of Disciplinary Action* to the Respondent.

Disciplinary action will depend on the specific circumstances in each case and may include discipline ranging from a written reprimand up to and including termination of employment. Other administrative and/or non-disciplinary remedies may also be imposed, including but not limited to, no contact directives, and/or a change in work duties, work locations, or work schedules.

Discipline shall be imposed in accordance with all procedural due process rights afforded staff based on their employment status in accordance with University policy and Maryland law.

VIII. GRIEVANCE RIGHTS

Staff may grieve disciplinary action in accordance with the rights afforded to them based on their specific employment status. An employee's grievance rights and associated time limits are separate and unrelated to the *Appeal* process and *Impact and Mitigation Statements* outlined in these Staff Procedures. During the grievance process, the *Notice of Investigation Finding* may also be reviewed, as it relates to the resulting disciplinary action.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

IX. FINAL OUTCOME

When all the procedures and/or grievance processes afforded to both parties under these Staff Procedures, and the rights afforded to them based on their specific employment status have been exhausted, the Assistant Vice President of University Human Resources or designee will promptly notify the Title IX Officer or designee of any modification of the final outcome. The Title IX Officer or designee will notify the parties of any modification to the final outcome, except as prohibited by Maryland and federal law.

X. RECORDS RETENTION

The OCRSM shall maintain investigation and outcome records in accordance with the University's record retention schedule.

University Human Resources and the department/unit head will maintain records of all disciplinary action, workplace modifications and other administrative changes and remedies related to a complaint and any Alternative Resolution agreements.

XI. POST-RESOLUTION FOLLOW-UP

After any disciplinary action, workplace modifications, administrative changes and/or other remedies are issued, if the Complainant agrees, the Title IX Officer or designee may periodically contact the Complainant to ensure the Prohibited Conduct has ended and to determine whether additional remedies are necessary. The Complainant may decline future contact at any time. The Title IX Officer or designee may periodically contact the Respondent to assure compliance with the intent and purpose of any disciplinary action, workplace modification, administrative changes and/or remedies that have been imposed. Any violation by a Respondent of the intent and purpose of any disciplinary action, workplace modification, administrative change and/or remedies imposed under the Policy, or a failure by a University employee to provide a specified disciplinary action, workplace modification, administrative change and/or remedy should be reported to the OCRSM.

The Complainant and Respondent are encouraged to provide the Title IX Officer or designee with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the University's implementation of the Sexual Misconduct Policy and Staff Procedures.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

I. INTRODUCTION

These procedures accompany the University of Maryland (UMD) Sexual Misconduct Policy (“the Policy”) and are to be used when complaints of sexual misconduct are filed against UMD staff. These procedures replace all procedures previously in effect pertaining to the investigation and resolution of sexual misconduct complaints against staff at the University of Maryland. For purposes of the Policy and these Procedures, staff include University coaches and all University employees other than those with faculty rank as described in II-1.00(A) University of Maryland Policy on Appointment, Promotion, and Tenure of Faculty at <http://www.president.umd.edu/policies/2014-ii-100a.html>. Employees with faculty rank are governed by the Faculty Sexual Misconduct Complaint Procedures (*see Appendix C*).

Note: Reports by Responsible University Employees (RUEs) of sexual misconduct made to the Office of Civil Rights & Sexual Misconduct (OCRSM) DO NOT constitute a formal complaint. An individual must file a formal complaint in order for the complaint process to ensue. The University, through the OCRSM, retains the right to initiate the formal complaint process independent of any formal complaint filed by an individual.

II. FILING A COMPLAINT

Complaints of sexual misconduct should be made to the Office of Civil Rights & Sexual Misconduct (OCRSM). Upon filing a complaint, the Complainant will receive a *Notice of Rights & Responsibilities*.

A. Initial Assessment

Upon receipt of a complaint, OCRSM will conduct an Initial Assessment to determine whether the complaint may constitute a potential Policy violation, and whether any immediate action is warranted based on the reported conduct. The Initial Assessment will consider:

- The nature and circumstances of the allegation, including the severity and duration of the conduct;
- The safety of the Complainant and others in the campus community;
- Pattern evidence or other similar conduct by the Respondent; and
- The Complainant’s expressed preference regarding resolution.

Following the Initial Assessment, the Title IX Officer will determine whether to proceed with an investigation, take no action, or refer the report to other campus units, including but not limited to the Staff Ombudsperson, for appropriate action because the complaint does not rise to Prohibited Conduct under the Policy. The Title IX Officer will notify the Complainant of the results of the Initial Assessment.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

B. Interim Protective Measures

Based on the nature and circumstances of the complaint, the Title IX Officer may take immediate and appropriate steps to eliminate sexual misconduct in violation of the Policy, address its affects, and prevent its recurrence. As appropriate, and on a need-to-know basis only, Interim Protective Measures will be made in consultation with the appropriate supervisor or unit head/administrator(s) and/or Assistant Vice President of University Human Resources.

III. SEXUAL MISCONDUCT INVESTIGATION

Following the Initial Assessment, and in consultation with the Complainant, the OCRSM may initiate an investigation if the conduct constitutes a potential violation of the Policy. A Special Investigator will be assigned to conduct the investigation.

A. Notice of Investigation

In the event of an investigation, OCRSM will send a written *Notice of Investigation and Notice of Rights and Responsibilities* to both parties. The *Notice of Investigation* will contain a summary of the allegation(s) at issue. Once a Notice of Investigation has been delivered to the parties, OCRSM will begin its Investigation.

The Investigation is designed to provide an impartial, prompt and fair gathering of the facts. All individuals, including the Complainant, the Respondent, and any third party witnesses, will be treated with appropriate sensitivity and respect throughout the Investigation. At all times the OCRSM seeks to safeguard the privacy of the individuals involved in a manner consistent with federal and state law and University policy.

B. Investigation

During the Investigation, the Complainant and Respondent will each have an opportunity to be heard, submit information, and identify witnesses who may have relevant information. The Special Investigator will speak separately with the Complainant, the Respondent, and any other individuals who have information relevant to the investigation. The Special Investigator may gather or receive information that is relevant to the determination of an appropriate sanction or remedy, including information about the impact of the alleged incident on the parties. The Special Investigator will also gather any available physical or documentary evidence, including prior statements by the parties or witnesses, communications between the parties, email messages, social media materials, text messages, and other records as appropriate and available.

C. Notice of Opportunity to Review Investigation Report

At the conclusion of the Investigation, the Special Investigator will draft a written report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between the parties and includes relevant written documentation gathered

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

in the course of the investigation. The parties will be issued a written *Notice of Opportunity to Review the Investigation Report*. The Complainant and Respondent will each have an opportunity to review the draft Investigation Report and supporting evidence, and submit written comments on the accuracy of their statements, pose questions and submit additional information or evidence. Additional comments or information must be provided to the Special Investigator within five (5) business days of the date of the *Notice of Opportunity to Review the Investigation Report*. If further investigation is warranted based on information provided during the review period, the Special Investigator will continue the investigation until all relevant information and evidence is gathered.

D. Investigation Outcome – Finding

When the review period has ended, and the investigation is complete, the Special Investigator will finalize the Investigation Report, taking into account any additional information provided, and issue a Finding in consultation with the Title IX Officer. All information relied on by the Special Investigator shall be included in the final Investigation Report. The final Investigation Report will state whether the preponderance of the evidence supports a Policy violation, or not, and include a summary of the evidence relied on by the Special Investigator in reaching this determination. A preponderance of evidence means it is more likely than not a Policy violation occurred.

E. Notice of Finding of Policy Violation

Both parties will be informed, separately, in writing, as to whether or not the investigation resulted in a finding of a policy violation.

IV. DISCIPLINARY ACTION

Upon receipt of the final Investigation Report and Finding, the relevant Supervisor/Unit head, in consultation with the next level administrator(s), and/or Assistant Vice President, Human Resources or designee and the Title IX Officer, will determine appropriate disciplinary action, if any.

Notice of Disciplinary Action

In the event disciplinary action is to be imposed, the Supervisor/Unit head and/or Assistant Vice President, Human Resources or designee, as appropriate, will issue notice of the disciplinary action.

Disciplinary action will depend on the specific circumstances in each case and may include sanctions ranging from written reprimand up to and including termination of employment. Other administrative and/or non-disciplinary remedies may also be imposed, such as no contact directives, change in work duties, and change in work locations or work schedules.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

To determine what type of disciplinary action is most appropriate (administrative or other remedies) the relevant Supervisor/Unit head and/or Assistant Vice President, Human Resources or designee, as appropriate, in consultation with the Title IX Officer, shall consider the following:

- The nature of the misconduct at issue;
- The impact of the misconduct on the Complainant;
- The impact or implications of the misconduct on the community or the University;
- Any prior sexual misconduct by the Respondent at the University or elsewhere that is known to the University;
- Respondent's prior disciplinary history at the University; and
- Any other mitigating, aggravating, or compelling circumstances.

Discipline shall be imposed in accordance with all procedural due process rights afforded employees based on their status in accordance with University policy and Maryland State law.

V. GRIEVANCE RIGHTS

Employees may grieve disciplinary action in accordance with the rights afforded to them based on their specific employee status.

A. Exempt Employees

If warranted, regular exempt employees found to have violated the Policy may be terminated pursuant to VII-1.22 Policy on Separation for Regular Exempt Employees at <http://www.president.umd.edu/policies/2014-VII-122.html> either under *Section III Termination by Period of Notice* or under *Section IV Termination for Cause*. Regular exempt employees may grieve any disciplinary action pursuant to VII-8.00 USM Policy on Grievances for Exempt and Nonexempt Staff Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII800.html> or VII-8.10 USM Policy on Special Action Appeals for Classified Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII810.html>, as applicable.

B. Nonexempt Employees

If warranted, regular nonexempt employees found to have violated the Policy may be terminated in accordance with VII-8.10 Policy on Special Action Appeals for Classified Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII810.html>. Regular nonexempt employees may grieve any disciplinary action pursuant to VII-8.00 USM Policy on Grievances for Exempt and Nonexempt Staff Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII800.html> or VII-8.10 USM Policy on Special Action Appeals for Classified Employees at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII810.html>, as applicable.

APPENDIX B: STAFF SEXUAL MISCONDUCT COMPLAINT PROCEDURES

C. Contingent I and II Employees

Contingent employees found to have violated the Policy may be terminated in accordance with the terms of their contract. Contingent employees do not have formal grievance rights. However, any dispute regarding termination may be brought to the attention of the employee's supervisor or department head, or alternatively, may be brought to the attention of the University Human Resources-Office of Staff Relations.

D. Staff with Vested Status

Associate Staff, Classified-Exempt, and employees with a Librarian job title employed at the time of implementation of Phase II-USM Exempt Pay Program (January 2, 2000) shall have grievance rights according to Sections III and IV of VII-9.01 USM Policy on Implementation of Phase II-Exempt of the USM Pay Program at <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII901.html>.

VI. FINAL OUTCOME

After the completion of all review and/or grievance processes initiated by either party, the Title IX Officer will promptly notify the Complainant of any modification of the final outcome, except as prohibited by State or Federal law.

Records Retention

The OCRSM shall maintain investigation and outcome records in accordance with the University's record retention schedule.

The Respondent's Human Resources department or Unit Head, the OCRSM, and University Human Resources shall maintain records of any discipline, administrative, and/or other remedies in accordance with the University's record retention schedule and standard University protocols regarding the retention of personnel records.