Requests for Assistance (Informal Resolution) or Formal Complaints
Information for All Parties

Read this Information Sheet if you are requesting assistance from the Equal Opportunity (EO) Office to seek an informal resolution or if you are a complainant filing a formal discrimination complaint.

Read this Information Sheet if a concern has been raised about you and the EO Office is facilitating an informal resolution or if you are a respondent to a formal discrimination complaint. A respondent is the person against whom allegations are made, relating to protected characteristics that may violate university policy (see below).

Read this Information Sheet if you are a witness in an EO Office informal inquiry or a witness in an EO Office formal investigation. A witness is a person who may have information regarding the complainant’s allegations or the respondent’s response to them.

☑ The EO Office addresses concerns of discrimination or harassment alleging violation of one or more of the following university policies: “Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation” (POL-U1600.02); “Accommodating Persons with Disabilities” (POL-U1600.03); “Preventing and Responding to Sex Discrimination, Including Sexual Misconduct” (POL-U1600.04). Such a concern must allege discrimination or harassment on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity and expression, marital status, or genetic information, and will be addressed pursuant to the University’s Discrimination Complaint Procedure (PRO-U1600.02A).

☑ Faculty and classified staff have a right to and may bring union representation to any meeting with the EO Office. The EO Office is fully supportive of union rights and will work with you and your union representative to schedule meetings that are convenient for all parties.

☑ Retaliating against someone for raising a concern of discrimination or participating in the discrimination complaint process is prohibited by law. Retaliation is any adverse action against any individuals because they have opposed discrimination (made a report or filed a complaint), responded to a complaint, served as a witness in an investigation, or participated in any manner in addressing a discrimination concern. Retaliation may be the cause for a separate complaint. If the complainant is supervised by the respondent, or when an individual seeks an informal resolution, the respondent or individual about whom the concern is made should not take any disciplinary action without consultation with the EO Office.
While the EO Office utilizes discretion in sharing information, confidentiality has limitations\(^1\). Information provided to the EO Office may be shared with leadership and other individuals in order to investigate and resolve the matter. Should there be a public records request, court order, or request from an external agency (e.g., Equal Employment Opportunity Commission) EO records may be subject to release, in accordance with law.

The EO Office is a neutral, impartial fact-finder and/or facilitator of a resolution pursuant to the Discrimination Complaint Procedure (PRO-U1600.02A), and may work with you as follows:

1. **Formal Investigation** – The formal investigation process is governed by the Discrimination Complaint Procedure (PRO-U1600.02A) and contains timelines. This procedure provides for due process for all parties involved. A comprehensive final report is provided to relevant parties (see procedure) and becomes a record in the EO Office.

2. **Informal Resolution (Request for Assistance)** – The EO Office may seek informal resolution through interviews and mediated communications between relevant parties. Cases involving sexual violence can only be handled through formal investigation; informal resolution may not be used. See Discrimination Complaint Procedure (PRO-U1600.02A). A timeline is kept, summarizing the process, interviews, and resolution. Feedback is presented to relevant parties.

EO Office staff will review possible options for making sure you are safe during and after an investigation. Depending on whether you are faculty, staff, or a student, EO Office staff may discuss a possible change to your class schedule, residence hall, the location of your office, or other ideas so that you can be successful in your academic, working, and living environments. EO Office staff will ensure you are aware of available resources such as Consultation and Sexual Assault Support (CASAS), the Counseling Center, Employee Assistance Program (EAP), Domestic Violence and Sexual Assault Services (DVSAS), Student Health Center, Academic Advising, and other campus support services.

Records retained in the EO Office may include:

- **Formal Investigation**: Final Report, which explains the investigation process, summarizes the information obtained, including interviews, and makes findings as appropriate; Timeline; relevant emails/documents.
- **Informal Resolution**: Timeline that summarizes the process, interviews, and resolution; relevant emails/documents.

\(^1\) There are instances in cases of sexual violence, where the Title IX investigator may determine the need for fuller confidentiality.