**EEO Office - Investigative Guidelines to University Regulation 5**

1.     Any member of the University community – i.e. students, staff, faculty members, and campus visitors is required to report acts of discrimination or harassment under UniReg 5 to the Employment Practices Office (EPO), the Dean of Students or other University officials. In keeping with the Office of Civil Rights guidelines for complaint resolution, complaints should be filed with the EPO within 180 days of the alleged act.

2.     All University personnel who are informed of complaints of discrimination or harassment are advised to immediately forward the information to the EPO. The EPO shall receive and attempt resolution of anonymous complaints and any complaint against a University contractor, vendor, or affiliate.

3.     The EPO is responsible for coordinating the investigation process. Investigations shall ordinarily be completed within thirty calendar days following the date the complaint is received. The President or appropriate Vice President or Dean may approve an extension of time for good cause.

4.   The investigator shall review pertinent records, conduct interviews as appropriate, and prepare a written report. The investigator’s responsibility is to gather the facts associated with the issue and does not act as legal representation for the University. Attorneys are therefore precluded from participation in the internal review.

a.   Interviews, when appropriate, will be conducted with the complainant and the accused; other individuals may also be interviewed as needed (e.g., witnesses, supervisors, department head.)

b.   Confidentiality, to the extent possible, shall be respected consistent with the University’s obligation to investigate all reports of discrimination or harassment and prevent recurrence of offending behavior.

5.     The investigator may, when appropriate, make a recommendation on corrective action and/or for the dismissal of charges to the appropriate Vice President or Dean.

6. The Vice President or Dean, based upon the recommendation of the investigator, shall determine either to dismiss the complaint or to take appropriate corrective action, including taking disciplinary action where appropriate.

**Retaliation**

The university affirms the rights of individuals to file charges of illegal discrimination without fear of reprisal. Each employee or student, who, in good faith, complains about illegal discrimination of any kind, is protected from illegal retaliation and any act of retaliation will result in appropriate disciplinary action. Charges of retaliation shall be treated as separate and distinct from original charges of discrimination and will be investigated by the Office of Employment Practices.

Managers, supervisors, and faculty who are found to be participating in any form of employment or educational based retaliation against any employee or student may be subject to disciplinary action up to and including termination from employment.

Similarly, persons who file frivolous or bad faith allegations of discrimination may be subject to disciplinary action.