

STEPS IN THE TITLE IX FORMAL GRIEVANCE PROCESS

1. Notice of Investigation & Allegations
2. Appointment of Investigators
3. Investigation
4. Draft Investigation Report
5. First 10-Business-Day Review & Comment Period
6. Final Investigation Report
7. Second 10-Business-Day Review & Comment Period
8. Notice of Hearing
9. Appointment of Hearing Panel
10. Pre-Hearing Meeting
11. Hearing (*live, virtual*)
12. Deliberations & Decision-Making
13. Notice of Outcome
14. Appeals (*if applicable*)
15. Sanctions & Remedies (*if applicable*)

The University will make a good faith effort to complete the resolution process within 60-120 business days, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator.

RESOURCES

Campus Resources:

Campus Safety & Security (24/7)
419-934-0721

Counseling & Wellness (*students*)
counseling@tiffin.edu

Employee Assistance Program
(*employees*)
419.424.1471 (Findlay Office) or
419.334.6669 (Fremont Office)

Office for Title IX & Civil Rights
OfficeforTIXCR@tiffin.edu

Community Resources:

Seneca County Victim Assistance
Program
419-448-5070

The Cocoon (Shelter & Advocacy
Information) (24/7)
419-373-1730 select option #2



Navigating the Title IX Formal Grievance Process

01 SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and on a case-by-case basis. They include measures designed to protect the safety of all parties or the University's educational environment, and include measures to deter policy violations. To request supportive measures, contact the Office for Title IX & Civil Rights at OfficeforTIXCR@tiffin.edu.

AMNESTY 02 POLICY

To encourage reporting and participation in the process, Tiffin University maintains a policy of offering parties and witnesses amnesty from some policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

03 RETALIATION POLICY

Tiffin University's policy prohibits retaliation. Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a party or witness because of that person's participation in an investigation or because of their support of someone involved in an investigation. If you believe you are experiencing retaliation, please notify the Office for Title IX & Civil Rights immediately - OfficeforTIXCR@tiffin.edu.

04 DISABILITY ACCOMMODATIONS

Should you require reasonable accommodations based on a qualifying disability or interpretation/translation services in order to fully and meaningfully participate in the resolution process, please contact the Office for Disability Services at disabilityservices@tiffin.edu as soon as possible.

PRIVACY 05 POLICY

Every effort is made by Tiffin University to preserve the privacy of reports. Tiffin University will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA).

Resolution proceedings are private. All people present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with University policy.

06 CONFIDENTIAL RESOURCES

If you would like to seek support from a confidential resource, contact the following service(s):

- Counseling & Wellness (students): counseling@tiffin.edu
- Employee Assistance Program (employees): 419.424.1471 (Findlay Office) or 419.334.6669 (Fremont Office)

07 ADVISOR INFORMATION

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. Each party is required to have an Advisor present during the live, virtual hearing to conduct cross-examination. If you would like to request for the University to assign you a trained Advisor, please notify the Office for Title IX & Civil Rights - OfficeforTIXCR@tiffin.edu.

WITNESS 08 INFORMATION

Identified witnesses will be invited to participate in the investigation and hearing. Witness participation in the investigation and hearing is voluntary.

09 ALTERNATIVE DISPUTE RESOLUTION (ADR)

If either party wishes to pursue ADR in lieu of the Formal Grievance Process, they may do so by notifying the Title IX Coordinator. The University will obtain voluntary, written confirmation that all parties wish to resolve the matter through ADR before proceeding and will not pressure the parties to pursue ADR. If an agreement is not reached through ADR, the Formal Grievance Process will initiate or resume at the same point where it was paused. To request ADR, please email the Office for Title IX & Civil Rights at OfficeforTIXCR@tiffin.edu.