INVESTIGATIVE PROCESS

GETIXCO issues Notice of Complaint, assigns investigator → Investigator interviews and obtains documents, etc., from parties and witnesses → Following preliminary investigation, parties may inspect directly related evidence

Within 10 days of inspection, parties may submit written statement on evidence for investigator’s consideration

Investigator completes investigative report → Investigator provides report to GETIXCO

GETIXCO reviews report for compliance and completeness → GETIXCO requests follow-up as needed

At least 10 days prior to pre-hearing conference, GETIXCO submits report to parties and Hearing Panel
GETIXCO convenes 3-member Hearing Panel & appoints Hearing Chair

At least 10 days prior to pre-hearing conference, GETIXCO submits investigative report to parties and Hearing Panel

At least 7 days before pre-hearing conference, parties may submit to GETIXCO written response to investigative report

Parties are encouraged to submit to Hearing Chair, at least 2 days before pre-hearing conference, questions they intend to ask of another party or witness

Hearing Chair holds pre-hearing conference with parties, their Advisors and their support persons

Parties provided with Pre-Hearing Order that identifies witnesses, documents, and other evidence for use during hearing and memorializes pre-hearing rulings
GETIXCO & Hearing Chair set time and location for hearing, which may be in person or remote

At hearing, Hearing Panel questions Complainant, followed by Respondent's Advisor; Hearing Panel then questions Respondent, followed by Complainant's Advisor

Complainant's witnesses may then be questioned by the Hearing Panel, Complainant's Advisor and Respondent's Advisor, in that order, followed by Respondent's witnesses, in the same order

Hearing Panel may ask questions of any party or witness at any time; Hearing Chair, at their sole discretion, may allow follow-up questions by Advisors

Hearing Panel determines whether the evidence establishes that the Respondent more likely than not violated University policy and issues written decision to GETIXCO, which outlines basis for its decision

If Respondent is found responsible, GETIXCO notifies sanctioning official, who determines sanctions; written decision, with sanction letter (if applicable), is then distributed to parties
Within 7 days after GETIXCO provides final decision, parties may appeal Hearing Panel's decision, and, if applicable, sanction decision, to the Provost.

To initiate process, party must submit written appeal to GETIXCO explaining basis of and support for appeal.

GETIXCO will provide a copy of appeal to the other party.

Within 7 days of receipt of the appeal, the other party may submit a written response to the appeal to GETIXCO, which will be distributed to the appealing party.

GETIXCO provides appeal submissions to Provost.

Provost reviews submissions and issues written decision to parties, with a copy to GETIXCO.