

PINE MANOR COLLEGE'S SEXUAL HARASSMENT AND MISCONDUCT POLICY REPORTING, GRIEVANCE AND INVESTIGATION - PROCESS CHECKLIST

Reporting an Incident of Sexual Harassment or Misconduct

Any PMC community member can report a sexual misconduct case.
Please call Campus Safety, *email titleix@pmc.edu*, or talk with your success coach or advisor



Notice of Formal Complaint to Title IX Coordinator

Written or emailed Formal Notice of Sexual Harassment from Complainant must be received by an OWA (Officer with Authority) – Title IX Coordinator or President to initiate the Title IX process.



Provision of Supportive Measures

Title IX Coordinator or Deputy Title IX Coordinator are responsible for coordinating supportive measures to the complainant and respondent while the next steps are being determined.



Initial Assessment of Applicable Policies/Procedures

Title IX Coordinator or Deputy will conduct assessment to confirm if incident meets the definition of Sexual Harassment, if both the complainant and respondent are members of the community, if the incident occurred during a program or activity sponsored by the College and whether it occurred in the United States.



Dismissal Provisions

If incident is confirmed through the Initial Assessment, the Title IX Coordinator will proceed with the Complainant to the next steps. If the incident does not meet the requirements in the Initial Assessment, incident is addressed under another policy of the College, including the departments of the Student Affairs or Human Resources.



Assessment of the Complainant's Preferred Course of Action

The Title IX Coordinator will meet with the complainant to determine the preferred course of action and the process involved with each option – Formal Investigation, Informal Resolution or No Action/Confidentiality



A. Formal Investigation

Process: The Title IX Coordinator will provide: Notice to the Parties of the alleged violations, and assign external or internal resources to conduct the Investigation, Pre-Hearing Conference, Formal Hearing, Appeal, Notice of Outcome, Determination and Remedies, and Provision of Supportive Measures.



B. Informal Resolution

Process: Title IX Coordinator or Deputy will provide: Notice to Parties of the alleged violations; assign external or internal resources to conduct the Investigation; Option of Informal Resolution is acknowledged (written acceptance by both parties required or process reverts back to Formal Investigation), Informal Resolution conducted, Notice of Outcome, Determination and Remedies, and Provision of Supportive Measures. If matter not resolved with acceptance of the proposed sanctions and remedies, the process returns to A.- Formal Hearing.



C. Request for No Action/Confidentiality

Process: The Title IX Coordinator or Deputy will review the Initial Assessment and information related to the incident to determine whether the request can be accepted. If accepted, the complainant will be provided with supportive measures. If not, the process reverts back to A. Formal Investigation or B. Informal Resolution

