

Overview of Formal Investigative Process



THE COLLEGE OF NEW JERSEY
OFFICE OF TITLE IX
& SEXUAL MISCONDUCT

Step 1:

Formal Complaint

Formal Complaint signed by the Reporter or the Title IX Coordinator.

Step 2:

Notice of Allegations

Notice sent to both Reporter & Respondent with sufficient time and detail for parties to prepare for an initial interview and adequately respond.

Step 3:

Investigation

Thorough search for relevant facts/evidence. Involves interviewing both parties to gather relevant information/documentation regarding the allegations & identify relevant witnesses. Anyone interviewed has the chance to review/request edits to their documented statement to ensure its accuracy & completeness.

Step 4:

Compilation of Preliminary Report

Investigator(s) compile a preliminary report which includes, as applicable, statements from both parties, witnesses, & a summary of any other information/documentation obtained. Any evidence shared that is directly related to the allegations, but not relevant, is included in a separate document.

Step 5:

Evidence Review & Response

Parties & their Advisor receive access to the **preliminary** report & all evidence directly related to the allegations obtained during the investigation & have 10-days to inspect the information and submit a written response.

Step 6:

Finalize Investigative Report

Investigator(s) will shift evidence between the investigation report & directly related evidence document based on party feedback & as appropriate, pursue any other necessary investigative steps, & issue a final investigation report, which fairly summarizes all relevant information received throughout the investigation.

Step 7:

Evidence Review & Response

Parties & their Advisor receive access to the **final** report & all evidence directly related to the allegations obtained during the investigation & have 10-days to inspect the information and submit a written response.

Step 8:

Finalizing & Sharing of Report

Investigator(s) will consider the parties' responses and will revise the investigation report and/or directly related evidence document as needed. The finalized investigation report & the directly related evidence document is then shared with both parties, their Advisors, & the Hearing Administrator (if applicable).

For more information, contact the Office of Title IX & Sexual Misconduct:



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