

THE INFORMAL RESOLUTION PROCESS

Informal resolution is not appropriate for all matters, and the University retains the discretion to determine which cases may be appropriate for informal resolution and the type of informal resolution process that may be appropriate in a specific case.. Informal resolution is not available in cases in which an employee is alleged to have sexually harassed a student.

Both Parties want to pursue Informal Resolution

Complainant has submitted a Complaint, a Notice of Allegations has been sent to both Parties, and both Parties have agreed to participate in the Informal Resolution process.*

Written agreement to participate

Both Parties sign a consent form acknowledging they understand their rights and agree to participate in the Informal Resolution process.

Facilitator meets with Complainant

A trained Facilitator meets with Complainant (and their advisor if applicable) to understand their desired outcomes.**

Facilitator meets with Respondent

Facilitator meets with Respondent (and their advisor if applicable) to see if they agree with Complainant's desired outcomes, whether Respondent wants to alter any of the proposed outcomes, and/or whether Respondent disagrees with any/all of the desired outcomes.

Additional meetings, if necessary

Facilitator continues to meet with Complainant and Respondent (and their advisors) separately to see if they can work toward mutually agreeable outcomes.***

Both Parties agree on outcomes

Facilitator drafts a written agreement that details the agreed-upon outcomes and sends a copy to each Party for their review and signature. If both Parties sign the agreement, its terms become effective immediately. The Title IX and Equity Office maintains a copy of the Agreement and monitors compliance. The matter is closed and cannot be pursued via the formal resolution process.

Both Parties do NOT agree on outcomes OR either Party declines to participate further in the process:

Informal Resolution ends and the formal resolution process (investigation, potential hearing, and optional appeal) begins. If Complainant does not wish to proceed with the formal resolution process, Complainant may withdraw their Formal Complaint at any time, thus halting the formal resolution process.

* SFBU maintains discretion to determine whether a matter is appropriate for Informal Resolution.

** Complainant and Respondent never have to see or directly communicate with each other throughout this process.

*** At any point during the Informal Resolution Process, either Party may decide to stop the Informal Resolution Process and initiate the formal resolution process.

Communication and Support:

- The Title IX and Equity Office offers resources and supportive measures to both Parties throughout the Informal Resolution Process.
- Disability-related accommodations available upon request.
- The Title IX and Equity Office provides periodic updates to both Parties.
- The Title IX and Equity Office will ensure both Parties comply with the Agreement between the Parties.