

## **Information for Complainants**

*This is a general description of the investigation process. The process may vary somewhat depending upon a variety of factors that arise during investigations. Please contact OIE if you have any questions as the investigation proceeds. In addition, please know that reasonable accommodations are available to individuals with disabilities. You may contact OIE at any time to request such accommodations, as needed.*

**We are neutral.** OIE does not take sides. We are committed to providing a fair and unbiased review, and our investigations are focused on the information available. If you have a concern that the OIE staff member assigned to your case cannot conduct a fair and unbiased review (e.g., has a personal connection with one of the parties or witnesses, etc.), please immediately contact Pamela Heatlie, Associate Vice Provost for Academic and Faculty Affairs and Senior Director of OIE. Ms. Heatlie may be reached at 734-763-0235 or [institutional.equity@umich.edu](mailto:institutional.equity@umich.edu). The situation will be assessed and a determination made as to whether a different staff member should be assigned to the matter.

**We help you find the right process.** The University has processes that provide prompt and effective review of discrimination and discriminatory harassment complaints. OIE addresses many of these concerns directly, but in those instances in which OIE is not best suited to address the concerns, we will assist you in determining the appropriate office and provide contact information for that office. In addition, if your concerns do not involve discrimination or discriminatory harassment (for example, you have concerns about bullying), we will assist you in determining the appropriate office to address your concerns and provide contact information for that office.

**Support person/advisor.** You may bring a support person/advisor with you to any meetings with OIE. Please let us know in advance if you will be doing so. Examples of a support person/advisor include, but are not limited to: a friend, family member, attorney, etc. Please note that any individual who may be a witness may not be present during your interview and therefore may not serve as your support person/advisor.

**Anonymity and Confidentiality.** Information provided to OIE may be shared with other University officials as necessary and appropriate. Respondents are provided enough information about the allegations to allow them a full and fair opportunity to respond; the level of detail necessary to do so varies depending on the circumstances surrounding the incident(s). If you have concerns about anonymity, please let OIE know. OIE considers requests for anonymity on a case-by-case basis, consistent with University policy.

**Interim measures.** Interim measures are steps that may be taken before an investigation has been completed, as appropriate. Such measures may include separating the parties or other measures as may be appropriate under the circumstances. Please let us know if you have any need for or concern about interim measures.

**Understanding your concerns.** The first step OIE takes in an investigation is to gather information about the complaint. During your interview, OIE will ask for details about your concerns, as well as any documentation and witnesses. You are not required to participate in the investigation, but you are strongly encouraged to share all information you have regarding the matter. The Respondent is not present during your interview and vice versa. OIE then drafts a written statement summarizing your interview, and you are given two business days to review the draft for accuracy and completeness (if you are participating in the investigation). You may submit any comments you wish to the draft. OIE reviews all comments and relevant and clarifying information is incorporated into your statement. You may also request that OIE attach your comments to the investigation report. OIE can generally accommodate this request.

**Interviewing the Respondent.** After OIE understands the nature and scope of the concerns, the Respondent is informed of the allegations and given a full and fair opportunity to respond. During this process, the Respondent is cautioned against engaging in any retaliation against the witnesses or you. You are not present during the Respondent's interview and vice versa. After the interview, OIE drafts a written statement for the Respondent, who is given two business days to review the draft for accuracy and completeness (if the Respondent is participating in the investigation).

**Gathering other information.** OIE interviews witnesses and reviews documentation relevant to the matter at issue. Witnesses are offered the opportunity to review their statements for accuracy and completeness. Depending upon the information obtained from witnesses and documents, OIE may contact the Respondent and/or you with additional questions or to request additional information.

**Review of preliminary investigation report.** If OIE determines it will produce a written investigation report, the Respondent and you will typically be provided with a “preliminary report” and given five calendar days to review and comment upon it. The preliminary report is a written summary of the information OIE will consider in reaching a decision as to whether University policy was violated. It generally includes the statement of each person interviewed (Respondent, witnesses, and you) and other relevant information, such as documents. The preliminary investigation report does not include a finding. OIE reviews all comments submitted by the parties, if any, and determines whether the preliminary report should be modified. During the preliminary report review phase, you may request that OIE attach your comments to the final investigation report. OIE can generally accommodate this request.

**All information or documentation provided by either party or by a witness may be included in the final investigation report and shared with the parties and relevant University officials.**

**Investigation Report.** After receiving the parties’ comments on the preliminary investigation report, if any, OIE analyzes the information, reaches a conclusion and issues the investigation report, which includes a finding. Both the Respondent and you receive a copy of the investigation report, and it is submitted to relevant administrators.

**Administrative Response.** If OIE finds that inappropriate behavior, discrimination or discriminatory harassment has occurred, relevant administrators will follow up with action aimed at addressing the behavior and preventing its recurrence. Such action may include, but is not limited to, educational programs, time off without pay, and other actions, up to and including termination of employment. If a Respondent does not agree with the disciplinary action taken, that action may be grieved using the applicable grievance procedure.

**Retaliation.** University policy prohibits retaliation. Complainants and witnesses are protected from retaliation for engaging and/or participating in the investigation process. Anybody who experiences retaliation is strongly encouraged to report retaliation to OIE. Respondents who engage in retaliatory behavior, either directly or through others, are subject to discipline. If you have questions about retaliation, you are strongly encouraged to ask OIE.

**Resources for Support.** The University offers a variety of supportive services for faculty and staff, a short list of which are included below. Any individual who has experienced a crime or is concerned for their safety should call UMPD at 9-1-1 immediately. If the incident occurred off campus, local police should also be called. OIE can provide additional information about resources, as requested.

- [Faculty and Staff Counseling and Consultation Office](#): 734/936-8660 or [fascco@umich.edu](mailto:fascco@umich.edu)
- [MM Office of Counseling and Workplace Resilience](#): 734/763-5409 or [counseling@med.umich.edu](mailto:counseling@med.umich.edu)
- [Sexual Assault Prevention and Awareness Center](#): 734/936-3333
- [Faculty Ombuds](#): 734-763-2707
- [Mediation Services](#): 734/615-4789 or [mediation.services@umich.edu](mailto:mediation.services@umich.edu)

**More information.** If you have any other questions about the investigation, investigation process, resources or related matters, please do not hesitate to contact the OIE staff member handling your case at 734/763-0235.

**This information was reviewed with me and I was offered the opportunity to ask questions before proceeding. At this point, I would like/would not like/ not sure an OIE investigation of my concerns to occur. (circle one)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Complainant’s Name (please print)

\_\_\_\_\_  
Date