For full policies and procedures, please refer to:
www.tsu.edu/titleix

University Title IX Investigation Procedures

Incident Reported to OTIX
Complaint Submitted to OTIX

Title IX Coordinator reviews Incident Report and assess the following:
Title IX/Sex Based/Sexual Misconduct > Jurisdiction > Safety and Risk Concerns > Support Measures > Initiate Investigation

Title IX Coordinator reviews Complaint and assess the following:
Title IX/Sex Based/Sexual Misconduct > Jurisdiction > Safety and Risk Concerns > Support Measures > Informal Resolution

Pre-Investigation Steps
Notice of Investigation is sent to Complainant and Respondent
Title IX Coordinator separately holds an Administrative Meeting with Complainant and Respondent to discuss:
- The Investigation Process
- The parties’ rights, support resources and available options
- Address requests for support measures (i.e. No Contact, Housing, or Academic)
- Discuss alternative investigation options (i.e. law enforcement or informal resolution) and the differences
- Right to Hearing Advisor and available options

Investigation
Gather Evidence
Conduct Interviews/Request Information
Attach Evidence (Interview Statements and Information Gathered)
Investigation Summary Report Created
Complainant and Respondent Review summary report and evidence gathered

Title IX Grievance Hearing Held
Decision of Responsibility Determined
Sanctions Imposed

Appeal Period
Must be written and submitted within five (5) business days after receipt of decision
Grounds for appeal include:
1. Procedural irregularity
2. New evidence not reasonable available
3. Conflict of Interest (Title IX Coordinator, Investigator, Hearing Officers)

The Case is Closed