INVESTIGATION PROCESS

Complaints of sexual misconduct and/or discrimination

Investigations are initiated when a student or employee contacts OD&E and/or submits a complaint form. Allegations in the complaint are reviewed to determine if the evidence supports further investigation. Complaints outside of OD&E jurisdiction, or those that lack sufficient preliminary evidence will be dismissed.

- All parties will be notified regarding the outcome of the investigation.
- A complaint can be withdrawn at any time during the investigation or informal resolution process.
- The Investigator has discretion to determine if the investigation should continue or not.

2a. CASE DISMISSED
The case will either be referred to another office or closed. All parties will be notified.

2b. CASE NOT DISMISSED
The case will proceed as a Formal Investigation or through the Informal Resolution process.

3. FORMAL INVESTIGATION
A formal investigation should be completed within 90 days of receiving the complaint.

3a. NOTIFICATION
Respondent is provided an opportunity to respond and submit supporting evidence.

3b. PROCESS
Investigator conducts interviews with parties and witnesses, gathers and assesses evidence.

3c. REPORT
Investigator determines if evidence supports the allegations and reports findings to the President.

3d. FINAL DECISION
The President determines if the case will return to the Investigator, be referred to another office, or if no action will be taken.

4. INFORMAL RESOLUTION
Informal Resolution allows the parties to agree upon a variety of resolutions.

4a. DETERMINATION
The Chief Diversity Officer helps to determine if this process is appropriate based on the nature of the complaint.

4b. RESOLUTION
If Informal Resolution is completed, OD&E will not make a determination regarding any evidence.

4c. NO AGREEMENT
If no agreement is reached through Informal Resolution, the parties may proceed with Formal Investigation.

The Office of Diversity and Equity Programs is located at 2147 Boylan Hall, via phone 718.951.4128, or online at brooklyn.cuny.edu/bc/offices/diversity/