

**ILIFF SCHOOL OF THEOLOGY
GENDER-BASED HARASSMENT, DISCRIMINATION AND
SEXUAL MISCONDUCT
RESOLUTION PROCEDURES**

DEFINITIONS

Reporting Party: *In this process, the person alleging a violation of policy is referred to as the reporting party.*

Responding Party: *In this process, the person who is alleged to have violated campus policy is referred to as the responding party.*

Iliff School of Theology does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status or any other characteristic protected by institutional policy or state, local, or federal law. Anyone who believes they have been subjected to gender based discrimination or harassment in violation of this policy should follow the procedure outlined below to report these concerns. Other types of harassment and/or discrimination should be reported according to the grievance policies outlined in the Masters' Student Handbook (Grievance Policy) and/or the Employee Handbook (Section II Employment Guidelines). **The Gender-based Harassment, Discrimination and Sexual Misconduct Resolution Procedures outlined in this document are in compliance with Title IX and are applicable and available to both students and employees of Iliff.**

- 1) **Notice:** When gender based harassment, discrimination and/or sexual misconduct occurs or is suspected in the Iliff community, involving either students or employees, notice should be given to the Title IX Coordinator or Deputy Coordinator in the Iliff Office of Diversities:

Name: Edward Antonio, PhD
Title: Associate Dean of Diversities and Chief Title IX Coordinator
Office of Diversities
Room B-208, Iliff School of Theology,
2323 Iliff Avenue, Denver, CO 80210
303-765-3163
eantonio@iliff.edu

Notice can be given by the person who allegedly experienced the policy violation (reporting party), by a mandatory reporter (Iloff employee) or by a bystander. Iliff aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator and /or Deputy Coordinator with notice to the parties. In overview, the timeline for resolution begins with notice to a mandated reporter. The reporting party can choose to file a formal complaint or to request informal resolution.

- 2) **Preliminary Inquiry:** The Title IX Coordinator/Deputy Coordinator will begin a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. This inquiry is typically 1-3 days in duration
- 3) **Interim Remedies/Actions** If needed, the Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. Iliff will keep interim remedies and actions as private as possible.
- 4) **Investigation:** If the preliminary inquiry determines that there is reasonable cause of a policy violation, the Diversities Office will initiate an investigation, usually within days of the preliminary inquiry's conclusion, that is thorough, reliable, impartial, prompt and fair. This investigation determines whether Iliff's nondiscrimination policy has been violated. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the Title IX Coordinators commonly aiming for a 10-14 window to completion. Investigations include interviews by trained investigators with reporting and responding parties, and any witnesses provided by each. Other relevant information (i.e. emails, text messages, photos, etc.) can also be provided to investigators by each party. All parties have the opportunity to be interviewed and/or to provide a written statement. The parties are regularly apprised of the status of the investigation as it unfolds. At any point during the investigation, if it is determined there is no reasonable cause to believe that Iliff's policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.
- 5) **Findings:** The parties will receive written notification of the outcome. Findings are determined based upon the preponderance of the evidence. Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed. Where the responding party is found in violation of the policy, they have the opportunity to accept or reject the findings.

- 6) **Hearing:** In the event that the responding party rejects the findings in part or entirely, the Title IX Coordinator will convene a hearing to determine whether the responding party is in violation of the contested aspects of the report. This portion of the process is to be completed in 10-14 days.
- 7) **Sanctions:** Where the responding party is found in violation of Iliff policy, appropriate sanctions for the violation will be administered.
- 8) **Appeals:** Appeals may be requested on the grounds of procedural error or new evidence only, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

In every instance of alleged gender based harassment, discrimination or misconduct, Iliff will take prompt and effective action to investigate what occurred, stop the harassment, remedy its effects and prevent its recurrence.