INFORMAL RESOLUTION INFORMATION

This document outlines USU Interim Policies and Procedures 339, 339A, 339B. For a complete understanding of the process please review the policies and procedures.

General Information

**Administrative Process:** An Office of Equity informal resolution is an administrative process designed to facilitate an agreement by the parties to address a formal complaint alleging sexual misconduct in violation of USU policy.

**Process Advisors and Support Persons:** Both parties may use a process advisor and/or a support person to assist them throughout the informal resolution process. The party must sign a release of information for the process advisor and/or support person.

**Certain Cases Ineligible:** Under certain circumstances, cases involving a student Claimant and an employee Respondent are not eligible for the informal resolution process.

**Participation:** Participation in the informal resolution process is completely voluntary and no party shall be pressured, coerced, or unduly influenced into participating. Parties must consent, in writing, to participating. Additionally, either party may change their mind about participating in the process at any time.

**False Information:** A person who knowingly provides false information related to sexual misconduct will be referred to the appropriate administrator for appropriate action, including possible Corrective Action or Sanctions under the USU Student Code or USU Policy 311 or 407.

**Retaliation:** University policy prohibits retaliation by students and employees, regardless of whether they are parties. Retaliation includes intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege under USU’s sexual misconduct policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a formal investigation, proceeding, or hearing related to sexual misconduct.

A student who engages in retaliation may be subject to discipline up to and including suspension or expulsion. An employee who engages in retaliation may be subject to discipline up to and including termination.

**Supportive Measures:** If your employment or education has been affected as a result of the incident underlying the formal complaint or the Office of Equity process, you may be able to get supportive measures while your case is pending. Please contact the Supportive Measures Specialist in the Office of Equity for more information.

**Conflicts of Interest/Bias:** If you have a concern at any point in the process that anyone involved in your case in the Office of Equity has a conflict of interest or bias, please email the Equity Executive Director at alison.adams-perlac@usu.edu.
Privacy and Information Sharing: With the exception of an Informal Resolution Agreement signed by both parties which are private and may be shared on a need-to-know basis with Student Conduct (student) or the Respondent’s supervisor (employee), statements made and documents generated during the Informal Resolution process shall remain confidential and will not be used in a formal Grievance Process. However, these documents are not privileged and may be subpoenaed in a civil or criminal case.

Formal Investigation: Either party may request to withdraw from the informal resolution at any time before an agreement has been signed by both parties. In that event, the informal resolution will be stopped and the formal investigation process will resume. A formal investigation will also proceed if the parties do not reach an agreement.

Withdrawal of a Formal Complaint: The Claimant may request to withdraw their formal complaint at any time. The Office of Equity may, but need not, dismiss the case at that point. If the Office of Equity does not dismiss the case and determines to proceed without Claimant’s involvement, it will notify both parties.

Facilitation: Informal resolution agreements may be facilitated via written communication, telephone, videoconferencing, and/or in-person meetings. Parties will not be required to confront each other or be in the same room during the informal resolution process.

Possible Terms: Depending on what the parties agree to, an informal resolution may result in a number of outcomes including but not limited to:

- An apology by Respondent, in-person or in writing;
- That Respondent complete sexual misconduct training or other related education;
- That Respondent complete a therapeutic assessment to evaluate for therapy or complete a certain number of therapeutic sessions;
- That Respondent complete community service;
- That Respondent leave the university and not reenroll until Claimant has graduated;
- A finding that Respondent violated the university’s sexual misconduct policy; and/or
- A sanction or other punitive or disciplinary measures.

Sanctions: If the parties agree to Respondent admitting the Respondent violated USU’s sexual misconduct policy, Respondent may be sanctioned as follows:

An employee who is found to have violated Policy 339, 339A, 339B may be subject to Sanctions from a warning up to and including termination.

For employees: An employee who is found to have violated Interim Policy 339, 339A, 339B may be subject to Sanctions from a warning up to and including termination.

For students:
- A Student who is found to have violated Policy 339 with regard to Sexual Harassment may be subject to Sanctions from a warning up to and including suspension (you and I
discussed this and I updated it after the DOJ raised concerns about egregious and repeated sexual harassment as before it was a warning up to probation).

- A Student who is found to have violated Policy 339 with regard to Relationship Violence from probation up to and including expulsion, and the Sanction may include a permanent notation on the Student’s transcript.

- A Student who is found to have violated Policy 339 with regard to Stalking may be subject to Sanctions from warning up to and including expulsion, and the Sanction may include a permanent notation on the Student’s transcript.

- A Student who is found to have violated Policy 339 with regard to Sexual Assault (fondling) may be subject to Sanctions from probation up to and including expulsion, and the Sanction may include a permanent notation on the Student’s transcript.

- A Student who is found to have violated Policy 339 with regard to Sexual Assault (rape, sodomy, sexual assault with an object, incest, or statutory rape) may be subject to Sanctions from suspension up to and including expulsion, and the Sanction may include a permanent notation on the Student’s transcript.

The parties may agree that Respondent will admit to violating the sexual misconduct policy. If they cannot agree on terms with that admission, the case may result in a hearing to determine the appropriate sanction(s).

**Title IX Coordinator Approval:** The Title IX Coordinator must approve an informal resolution agreement for it to become effective.

**Compliance:** An informal resolution agreement signed by the parties and approved by the Title IX Coordinator is binding and the parties will be expected to comply. A Respondent who fails to abide by the terms of an informal resolution agreement may be subject to discipline. The facilitator shall be responsible for monitoring and ensuring the terms of the agreement have been met.

**Remedies:** Following an informal resolution agreement by the parties, the Title IX Coordinator and the Claimant may reach an agreement about the Remedies the University will provide to Claimant without the Respondent’s agreement. Remedies shall be designed to restore or preserve the Claimant’s equal access to the Employment or Education Program or Activity.

**Informal Resolution Timeframes**

- An informal resolution agreement shall be reached **within 40 business days of the date of the parties’ agreement to proceed** with an informal resolution.
- The Office of Equity will electronically share the agreement with each party **within 5 business days of the date of the informal resolution agreement**.

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1 These are general timeframes and may be extended based on good cause.