You always have the option to talk with a confidential resource at any point during the process. Confidential resources can discuss options and provide support for you throughout the process without taking action.

1. Title IX coordinator summarizes the allegations made by the reporting party (complainant) and sends a letter to both parties informing you the Equity Office is starting an investigation.

2. You receive the names of the assigned investigators (typically 2). You have the opportunity to raise objections regarding assigned investigators. Title IX coordinator will consider any objections and make the final decision related to investigators.

3. You have the option to choose an advisor from either inside or outside of Caltech. The role of this advisor will be to support you during the process.

4. Investigators meet with the reporting party (complainant) to better understand the complaint. Investigators gather evidence and names of suggested witnesses from the reporting party. Investigators review any written statements either party submits.

5. Investigators meet with the responding party (respondent) to better understand what happened. Investigators gather evidence and names of suggested witnesses from the responding party. Investigators review any written statements either party submits.

6. Both parties receive a list of allegations to be investigated, and the investigators will update both parties if any new allegations are introduced during the investigation process.
Investigators interview witnesses who have the most direct knowledge and information related to the incident or complaint. You may submit additional questions for the investigators to ask the other party and witnesses.

Status updates are provided to both parties throughout the investigation. If it looks like the investigation is taking longer than 60 days, both parties receive an extension letter explaining why the investigation needs more time.

Lead investigator develops a draft report and both parties have an opportunity to review the evidence and the draft report to provide feedback.

Lead investigator prepares a final report for the decision maker (e.g., the deans, provost, assistant vice president for HR, or supervisor). Both parties are given access to the final report after it is provided to the decision maker.

When severe sanctions are possible and credibility is central to the outcome, the decision maker and lead investigator will meet with the parties, and other relevant witnesses. The lead investigator will facilitate questioning, including appropriate questions suggested by the parties, to inform the decision maker’s decision regarding the allegations.

A communication regarding the conclusion of the investigation and next steps is given to both parties.

Decision maker, in consultation with the Equity Office and any other appropriate administrators, determines appropriate resolution including any sanctions, remedial actions, or education and sends a letter outlining the resolution.

This is a high-level summary of the investigation process, for a complete description of investigation procedures, please see the Gender-Based Misconduct Policy.
The Equity Office operates under a limited confidentiality model. The office will only discuss the case with pertinent members of the Caltech community (e.g. investigation witnesses, the deans office, or security). If it is determined, based on the incident, that a person or the community is in danger, the Title IX coordinator may need to proceed with interim measures before, during or after an investigation. In all cases, every effort will be made to maintain appropriate confidentiality.