

Finalizing the Investigation Report Checklist

This checklist should be read and completed in sequential order.

- Once all evidence gathered, Investigator assigns all evidence into one of three buckets:
 - Relevant evidence (Bucket #1)
 - Evidence forms the basis of the Draft Investigation Report
 - Secured/redacted draft report shared with parties/advisors
 - Directly-related evidence deemed not relevant by Investigator (Bucket #2)
 - Becomes its own separate electronic evidence file, organized by subject
 - Neither relevant nor directly related evidence (Bucket #3)
 - Evidence disregarded (but maintained in Investigator records)
- First ten-day Investigation Review Window commences, during which:
 - Parties review and comment on report, making any arguments to Investigator to explain why Investigator should shift evidence to another bucket
 - Investigator loops parties/advisors on results of these discussions
 - Parties identify additional questions for investigator to ask
 - Parties identify additional witnesses to inform investigation
- On or before the end of the ten-day window, parties submit to report responses to Investigator, and Investigator exchanges each party's responses with the other party(ies), giving them [36-48] hours to respond to each other's responses and submit to investigator
- Investigator completes the following:
 - Incorporates party responses (and responses to responses) as appropriate into the draft report or appendices;
 - Shifts evidence between buckets at their discretion based on party feedback;
 - Conducts any additional investigation or questioning needed;
 - Adds their own response to the responses, if any;
 - Updates report accordingly and finalizes
- OPTIONAL - Investigator adds any conclusions or finding recommendations (not recommended)
- OPTIONAL - Investigator shares report with Title IX Coordinator and/or legal counsel for review/comment; incorporates their feedback (recommended)
- Second Ten-Day Pre-Hearing Window. Final report (w/feedback from legal counsel and TIXC) with all appendices sent to parties, for second ten-day window of review and comment;
- Bucket #2 finalized and also shared with parties and advisors, electronically
- OPTIONAL -- Investigator may revise report based on responses from parties/advisors (or Chair, based on pre-hearing meetings w/parties/advisors); and/or shares parties' review and comment with Chair and/or Decision-maker(s).
- Final report shared with decision-maker(s) prior to the hearing