Summary of BSUFA proposals for improving the complaint process at BSU

The concerns we are seeking to address:

1. **Processing/assessment of initial complaint and proposed resolution.** What is the nature of the complaint? Who are the parties involved? What form of resolution is the complainant seeking? Should the complaint be addressed in a formal or informal process?

2. **Timeliness of investigatory process.**

3. **Communication.** The complainant and respondent should be kept apprised as to the progress of the investigation.

Proposed investigatory process to address ongoing concerns regarding investigations:

1. **Intake of complaint.** All complainants shall be notified of their rights within five (5) calendar days of filing a complaint and an initial meeting with complainant scheduled.
   1.1. The complaint should be reduced to writing. The initial meeting shall identify the nature of complaint, the parties involved, the form of resolution the complainant is seeking. At this time a decision is made as to whether the complaint is best addressed through a formal or informal process.

2. **Formal investigative process.** *Formal investigations shall be conducted by an external investigator.*
   2.1. A standard 60-day timeline for conducting investigations.
   2.2. If an investigation goes beyond 60 days, then the complainant, respondent, and the BSUFA will be notified and provide reasons for the delay.
   2.3. At the conclusion of the investigation the respondent shall notified of the completion of the investigation and shall be provided as much information as possible regarding the outcome of investigation.

3. **Communication.** An update every fifteen (15) calendar days to complainants and respondents as to the progress of the investigation. For investigations over sixty (60) calendar days, the BSUFA is also notified every fifteen (15) calendar days.

Senate and the Executive Committee have requested:

1. A consistent "check-in" between the BSUFA and administration about the institution's effectiveness, timeliness, and preparedness for investigations.

2. An "equity lens" review of data we have on investigations to assess where investigation practices may disproportionately burden protected class faculty.

3. A plan for conducting training on the handling of sexual violence complaints, especially from students.