

## ANTI-SEXUAL HARASSMENT POLICY

*This Policy addresses all forms of sex and gender-based discrimination and harassment, including sexual violence.*

### Section 1: Introduction

- 1.1 Policy Statement:** Columbia Theological Seminary (CTS) is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex under Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination based on sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual Harassment and Retaliation under this Policy will not be tolerated by CTS and is grounds for disciplinary action, up to and including permanent dismissal from CTS and/or termination of employment.
- 1.2 Purpose:** CTS takes all reported sexual misconduct and harassment seriously. CTS will promptly discipline any individuals within its control who are found responsible for violating this Policy. Additionally, reported sexual misconduct and harassment that does not meet the definitions and jurisdiction of this Policy will be referred for review to the Office of Student Affairs/Dean of Students if allegedly committed by a student or the Director of Human Resources if allegedly committed by an employee.
- 1.3 Applicability:** This Policy applies to students and employees as follows:  
**To Students:** Where the Respondent is a student at CTS at the time of the alleged Conduct, the alleged Conduct includes Sexual Harassment under this Policy, the alleged Conduct occurs in CTS' Education Program and Activity, the alleged Conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in CTS' Education Program or Activity.  
**To Employees:** Where the Respondent is an employee at CTS at the time of the alleged Conduct, where the alleged Conduct includes Sexual Harassment under this Policy, the alleged Conduct occurs in CTS' Education Program and Activity, the alleged Conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in CTS' Education Program or Activity.
- 1.4 Title IX Coordinator and Key Title IX Officials:** The Title IX Coordinator is the CTS administrator who oversees CTS' compliance with Title IX. The Title IX Coordinator is responsible for administrative response to reports and Formal Complaints of Sexual Harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate Supportive Measures, explain CTS policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators to facilitate these responsibilities. Any member of the CTS community may contact the Title IX Coordinator with questions. Title IX Coordinator's contact information is as follows:

**Jody D. Sauls, Director of Human Resources**  
**Title IX Coordinator** [saulsj@ctsnet.edu](mailto:saulsj@ctsnet.edu)  
**Office 112 Campbell Hall, 404.687.4654**

In addition to the Title IX Coordinator, CTS appoints investigators, Decision-makers, and Informal Resolution facilitators with roles in the formal grievance process more fully explained in Sections 6, 7, and 8 of this Policy.

The Title IX Coordinator, investigators, Decision-makers, and Informal Resolution facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of Formal Complaints of Sexual Harassment. All materials used to train these administrators will be publicly available on the CTS website per Title IX requirements.

The Title IX Coordinator, Investigators, Decision-makers, and Informal Resolution facilitators will not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

- 1.5 Notification:** CTS will use Seminary electronic mail (email) for communication and notification under this Policy.
- 1.6 Free Speech:** Freedom of speech and principles of academic freedom are central to the mission of higher education institutions. Constitutionally protected expression cannot be considered Sexual Harassment under this Policy.
- 1.7 Dissemination of Policy:** This Policy will be made available to all CTS administrators, faculty, staff, and students online at [www.ctsnet.edu](http://www.ctsnet.edu) and in CTS student catalog(s) and any employee, faculty, or student handbook of operating procedures.
- 1.8 Effective Date:** The effective date of this Policy is August 14, 2020.
- 1.9 Retaliation and False Statements Prohibited:** Neither CTS nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or Privilege secured by Title IX or this Policy or because the individual has made a report or Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.
  - a.** Alleged violations of Retaliation will be referred to the Dean of Students involving students, Dean of Faculty involving faculty, and Director of Human Resources involving staff to be investigated and resolved.
  - b.** The exercise of rights protected under the First Amendment does not constitute Retaliation prohibited under this Policy.
  - c.** Charging an individual with a violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute Retaliation prohibited under this Policy. However, a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.
- 1.10 Amnesty:** Reporting Sexual Harassment is encouraged at CTS. Thus, it is imperative that Complainants and witnesses share information without fear of potential consequences for minor policy violations, including, but not limited to, underage consumption of alcohol or the use of illicit drugs. CTS offers parties and witnesses amnesty from such minor violations but may include educational opportunities for individuals in lieu of a finding of responsibility or punitive Sanctions.
- 1.11 Other Seminary Policies:** This Policy takes precedence over other Seminary policies and procedures concerning Sexual Harassment under Title IX in case of a conflict.
- 1.12 Amorous Relationship Policy:** Employees in any supervisory or oversight capacity are prohibited from engaging in an amorous, dating, or sexual relationship with a student or employee whom they instruct, evaluate, supervise, or advise, or over whom they are in a position to exercise Authority such that it

would impact their educational or work performance. Please see the specific Policy for more information.

- 1.13** Alleged violations of the student or employee conduct that rise from the same events as alleged Sexual Harassment under this Policy will be investigated and resolved under the grievance process in this Policy unless the Sexual Harassment has been dismissed under Section 5.2 of this Policy.

## Section 2: Definitions

### 2.1 Definitions of Prohibited Conduct Under this Policy

**2.1.1 Sexual Harassment** means Conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the recipient conditioning the provision of aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual Conduct (Quid Pro Quo);

(2) Unwelcome Conduct determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity<sup>1</sup>; or

(3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined in this Policy.

**2.1.2 Sexual Assault**<sup>2</sup> means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including Rape, Fondling, Incest, and Statutory Rape as defined in this Policy.

**2.1.3 Rape**<sup>3</sup> means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the Consent of the victim.

**2.1.4 Fondling**<sup>4</sup> means touching another person's private body parts for sexual gratification without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental Incapacity.

**2.1.5 Incest**<sup>5</sup> means sexual intercourse or sodomy with a person they know they are related to either by blood or marriage as follows: father and child or stepchild, per Georgia state law.

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<sup>1</sup> A severe, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the frequency of the offensive conduct, the nature of the unwelcome sexual acts or words, such as whether the harassment was physical, verbal or both; whether the harassment was merely an offensive utterance; and the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim. In evaluating whether conduct is severe, pervasive, and objectively offensive, CTS will look at the totality of the circumstances, expectations and relationships.

<sup>2</sup> The State of Georgia does not have a single "Sexual Assault" definition but rather defines rape, sodomy, sexual battery and stalking as defined herein.

<sup>3</sup> Rape as defined in the Uniform Crime Reporting Program (UCR) includes:

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with and Object: —To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

<sup>4</sup> Fondling is referred to as Forcible Fondling in the UCR.

<sup>5</sup> Incest is a Nonforcible Offense in the UCR.

**2.1.6 Statutory Rape<sup>6</sup>** means sexual intercourse with a person who is under the statutory age of Consent.

**2.1.7 Dating Violence<sup>7</sup>** means violence committed by a person—  
(1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
(2) where the existence of such a relationship shall be determined based on a consideration of the following factors:  
a. The length of the relationship,  
b. The type of relationship,  
c. The frequency of interaction between the persons involved in the relationship.  
Dating Violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

**2.1.8 Domestic Violence<sup>8</sup>** includes felony or misdemeanor crimes of violence committed by:  
(1) a current or former spouse or intimate partner of the victim,  
(2) a person with whom the victim shares a child in common,  
(3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,  
(4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Georgia, or  
(5) any other person against an adult or youth victim protected from that person's acts under Georgia's Domestic or Family Violence laws.

**2.1.9 Stalking<sup>9</sup>** means engaging in the course of Conduct directed at a specific person that would cause a Reasonable Person to—  
(1) fear for their safety or the safety of others; or  
(2) suffer Substantial Emotional Distress.

## **2.2 Definitions Related to Sexual Harassment: Consent, Course of Conduct, Incapacitation, Reasonable Person, Substantial Emotional Distress**

**2.2.1 Consent** is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires each person to make an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative Consent of the other to engage in sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute Consent. Affirmative Consent must be ongoing and can be revoked at any time during sexual activity.

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<sup>6</sup> Statutory Rape is a Nonforcible Offense in the UCR. Georgia state law definition: engaging in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

<sup>7</sup>The State of Georgia does not define "Dating Violence" but defines "Family Violence" to include some dating situations – i.e., persons who are parents of the same child, or other persons living or formerly living in the same household.

<sup>8</sup>The State of Georgia does not define "Domestic Violence" but defines "Family Violence" as the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: (1) Any felony; or (2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass. The term 'family violence' shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

<sup>9</sup> The State of Georgia definition: A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person.

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of Consent (nor will subsequent sexual relations or dating relationships alone suffice as evidence of Consent to prior Conduct). The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the Decision-maker will consider all the facts and circumstances the Respondent knew, or reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- (1) The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- (2) The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively Consented; or
- (3) The Respondent knew, or a reasonable person should have known that the Complainant was unable to Consent because the Complainant was incapacitated, in that the Complainant was:
  - asleep or unconscious
  - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication
  - unable to communicate due to a mental or physical condition.

**2.2.2 Course of Conduct** means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

**2.2.3 Incapacitation** means that a person lacks the ability to actively agree to sexual activity because the person is asleep, unconscious, under the influence of alcohol or other drugs such that the person does not have control over their body, is unaware that sexual activity is occurring, or their mental, physical or developmental abilities render them incapable of making rational, informed decisions. Incapacitated is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely due to drinking, using drugs, or taking medication.

A person violates this Policy when they engage in sexual activity with another person who is Incapacitated, and a Reasonable Person in the same situation would have known that the person is Incapacitated. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances.

**2.2.4 Reasonable Person** means a reasonable person under similar circumstances and with similar identities to the victim.

**2.2.5 Substantial Emotional Distress** means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

## **2.3 Other Defined Terms**

**2.3.1 Actual Knowledge** means Notice of Sexual Harassment allegations to the Title IX Coordinator or any Official with Authority, except that Actual Knowledge is not met when the only individual with Actual Knowledge is the Respondent.

- 2.3.2 Business Day** means any weekday not designated by CTS as a holiday or administrative closure day. When calculating a time period of Business Days specified in this Policy, the Business Day of the event that triggers a time period is excluded.
- 2.3.3 Complainant** means an individual alleged to be the victim of Conduct that could constitute Sexual Harassment. Complainants and Respondents are referred to collectively as "parties" throughout this Policy.
- 2.3.4 Confidential Employee** means an individual who will not report any information about an incident to the Title IX Coordinator without the Complainant's permission.
- 2.3.5 Disciplinary Sanctions** are imposed only after finding responsibility through the grievance process or an agreement through the Informal Resolution process.
- 2.3.6 Education Program or Activity** includes locations, events, or circumstances over which CTS exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs. This includes Conduct that occurs on CTS property, during any CTS activity, or in any building owned or controlled by a student organization that CTS officially recognizes.
- 2.3.7 Formal Complaint** means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that CTS investigate the allegation of Sexual Harassment.
- 2.3.8 Official with Authority** means an individual who has the Authority to institute corrective measures and is required to report Sexual Harassment to the Title IX Coordinator to initiate CTS' response to the Sexual Harassment allegations. Officials with Authority are limited to the Title IX Coordinator.
- 2.3.9 Remedies** are designed to restore or preserve equal access to CTS' Education Program or Activity. Remedies may include, but are not limited to, the same individualized services as Supportive Measures; however, Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- 2.3.10 Respondent** means an individual who has been reported to be the perpetrator of Conduct that could constitute Sexual Harassment. Complainants and Respondents are referred to collectively as "parties" throughout this Policy.
- 2.3.11 Responsible Employee** means any individual employed by CTS and not deemed to be a Confidential Employee. Responsible Employees are required by CTS to promptly report Sexual Harassment to the Title IX Coordinator upon receiving a report of Sexual Harassment.
- 2.3.12 Retaliation** means intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment but arise out of the same facts or circumstances as a report or Complaint of sex discrimination or a report or Formal Complaint of Sexual Harassment, to interfere with any right or Privilege secured by Title IX or this Policy.
- 2.3.13 Sanction** is a consequence imposed by CTS on a Respondent who has violated this Policy.
- 2.3.14 Supportive Measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the

Respondent before or after filing a Formal Complaint or where no Formal Complaint has been filed.

Such measures are designed to restore or preserve equal access to CTS Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the CTS educational environment or deter Sexual Harassment.

Supportive Measures may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

### **Section 3: Reporting Sexual Harassment and Preservation of Evidence**

#### **3.1 Reporting to CTS**

**3.1.1 Reporting to Title IX Coordinator:** Reports of Sexual Harassment may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, or mail. Reports may be made in person to the Title IX Coordinator at Office 112 Campbell Hall (Director of Human Resources) during regular business hours. After Title IX Sexual Harassment has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer Supportive Measures to the Complainant, regardless of whether the Complainant was the reporter of the Sexual Harassment.

**3.1.2 Reporting to Officials with Authority:** The following position is an Official with Authority: Title IX Coordinator. If notified of Sexual Harassment, they will promptly respond to the report of Sexual Harassment.

**3.1.3 Reporting to Confidential Employees:** The Confidential Employees at CTS are listed below. Reports made to Confidential Employees are considered Confidential Employees and will not be reported to the Title IX Coordinator without the Complainant's permission and will not constitute actual Notice to CTS.

**Mitzi J. Smith, PhD**

**J. Davison Philips Professor of New Testament**

**Office 309 Campbell Hall, 404.687.4563, [SmithM@ctsnet.edu](mailto:SmithM@ctsnet.edu)**

**Seminary Chaplain [chaplain@ctsnet.edu](mailto:chaplain@ctsnet.edu)**

**3.1.4 Reporting to Responsible Employees:** Employees not defined as Confidential Employees must report Sexual Harassment to the Title IX Coordinator, who will respond to the Sexual Harassment.

**3.2 Reporting to Law Enforcement:** Reports may be filed with local law enforcement agencies. The Title IX Coordinator can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from CTS investigations.

Agnes Scott College Department of Public Safety  
141 E College Avenue  
Decatur, GA 30030 /404-471-6900

Decatur Police Department  
420 West Trinity Place  
Decatur, GA 30030 / 911

**3.3 Reporting to Outside Agencies:** Students and employees may report to external agencies:

**Students:**

Office for Civil Rights (OCR)/U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
800-421-3481 /Email: [OCR@ed.gov](mailto:OCR@ed.gov) Web: <http://www.ed.gov/ocr>

**Employees:**

Equal Employment Opportunity Commission (EEOC)  
800-669-4000  
Email: [info@eeoc.gov](mailto:info@eeoc.gov) / Web: <http://www.eeoc.gov/contact/>

**Outside Agency Support and Resources/Local Emergency Facilities:**

Agnes Scott Department of Public Safety 404-471-6900  
Day League/DeKalb Rape Crisis Center 404-377-1428  
Grady Rape Crisis Center 404-616-4861  
Emory Decatur Hospital 404-501-1000  
Emory University Hospital 404-712-7100  
Piedmont Urgent Care 404-327-8744  
Rape, Abuse & Incest National Network  
[www.rainn.org](http://www.rainn.org) (anonymous online chat available)

**3.4 Time Limits on Reporting:** There are no time limits on reporting Sexual Harassment to the Title IX Coordinator or CTS. If the Respondent is no longer subject to CTS' Education Program or Activity or significant time has passed, CTS will have limited ability to investigate, respond and/or provide disciplinary Remedies and Sanctions.

**3.5 CTS Federal Reporting Obligations:** Certain CTS employees, called Campus Security Authorities, must report certain incidents of misconduct to comply with the Clery Act. Campus Security Authorities are not required to report personally identifiable information for Clery Act purposes. Still, statistical data must be sent regarding the type of incident that occurred and its general location (e.g., on or off-campus) for publication in an annual report of crime statistics called the Annual Security Report. Statistics published in the Annual Security Report help to provide the campus community with a clearer picture of the extent and nature of campus crime, but the statistics do not personally identify Complainants or Respondents. Reports by Campus Security Authorities are not official police reports and do not initiate criminal investigations.

When Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking are reported under the Clery Act, CTS must issue timely warnings for such incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

CTS will not disclose a Complainant's name and other identifying information in a timely warning but will provide sufficient information for CTS community members to make informed safety decisions in response to potential danger.

**3.6 Preservation of Evidence:** CTS recognizes that a Complainant may need time to decide whether to report an incident of Sexual Harassment to the police and/or CTS. The purpose of this section is to provide Complainants with suggestions on preserving evidence while they decide whether to report an incident.

CTS encourages Complainants, as soon as possible after experiencing Sexual Assault, to take steps to preserve evidence, such as:

- Have a forensic sexual assault nurse examination performed as quickly as possible after the incident, but no later than 72-96 hours after the incident;
- When possible, prior to having a forensic sexual assault nurse examination performed, avoid: changing clothing, bathing, showering, using a douche, using the bathroom, brushing one's teeth, drinking liquids, washing one's hands or face, or combing one's hair;
- Preserve any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Preserve or capture electronic communications such as text messages, emails, social media posts, or exchanges (e.g., Snapchat, Facebook, Twitter);
- Preserve or capture video, audio (e.g., voice mail messages), or photographs, including those stored on smartphones or other devices; and
- Preserve any other physical, documentary, and/or electronic data that might be helpful to an investigator.

**Section 4: Initial Response to Reported Sexual Harassment:** Upon receipt of a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant, regardless of whether the Complainant was the individual who initiated the report. During the initial contact with the Complainant, the Title IX Coordinator will:

- Provide the Complainant with Notice of their rights and options
- Explain the process for filing a Formal Complaint;
- Explain the Grievance Process;
- Discuss the availability of Supportive Measures regardless of whether a Formal Complaint is filed;
- Consider the Complainant's wishes concerning Supportive Measures.

**Section 5: Formal Complaint:** CTS will investigate all allegations of Sexual Harassment in a Formal Complaint.

**5.1 Filing a Formal Complaint:** A Formal Complaint must:

- (1) Contain an allegation of Sexual Harassment against a Respondent;
- (2) Request that CTS investigate the allegation; and
- (3) Be signed by the Complainant or Title IX Coordinator.

In limited circumstances, the Title IX Coordinator may sign a Formal Complaint if a Complainant does not sign a Formal Complaint. In determining whether to sign a Formal Complaint, the Title IX Coordinator will consider factors that include but are not limited to:

- Whether there have been other reports of Sexual Harassment or other relevant misconduct concerning the same Respondent, whether or not the incidents occurred while the Respondent was a CTS student or employee;
- Whether the Respondent threatened further Sexual Harassment or other misconduct against the Complainant or others;
- Whether multiple perpetrators committed the alleged Sexual Harassment;
- The nature and scope of the alleged Sexual Harassment, including whether the Sexual Harassment was perpetrated with a weapon;
- The ages and roles of the Complainant and the Respondent;
- Whether CTS can pursue the investigation without the participation of the Complainant (e.g., whether there are other available means to obtain relevant evidence of the alleged Sexual Harassment such as security cameras or physical evidence);
- Whether the report reveals a pattern of perpetration (e.g., perpetration involving illicit use of drugs or alcohol) at a given location or by a particular group.

## **5.2 Dismissal of a Formal Complaint.**

**5.2.1 Required Dismissal:** The Title IX Coordinator will dismiss a Formal Complaint for purposes of Sexual Harassment if:

- (1) The Conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined in this Policy even if proved;
- (2) The Conduct alleged did not occur in CTS' Education Program or Activity; or
- (3) The Conduct alleged in the Formal Complaint did not occur against a person in the United States.

Dismissal of a Formal Complaint does not preclude action under other CTS policies and procedures provisions. If a Formal Complaint is dismissed under this section and the Respondent is a student, the matter will be sent to the Vice President & Dean of Students for review. The Vice President & Dean of Students will decide whether the matter will be pursued under the CTS Honor Code. If a Formal Complaint is dismissed under this section and the Respondent is an employee, the matter will be sent to the President for review. The President will decide whether the matter will be pursued under the CTS Code of Conduct.

**5.2.2 Permissive Dismissal:** The Title IX Coordinator may dismiss a Formal Complaint or any allegations within the Formal Complaint if at any time during the investigation or Hearing:

- (1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations within the Formal Complaint,
- (2) The Respondent is no longer enrolled or employed by CTS, or
- (3) Specific circumstances prevent CTS from gathering sufficient evidence to determine the Formal Complaint or allegations within the Formal Complaint.

**5.2.3 Appeal of Dismissal:** Either party may appeal the dismissal of a Formal Complaint or any allegations therein. See Section 7 for bases and process for Appeals.

**5.3 Consolidation of Formal Complaints:** The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent or by more than one Complainant against one or more Respondents where the allegations arise out of the same facts or circumstances.

**Section 6: Grievance Process** The grievance process within this Policy is designed to treat Complainants and Respondents equitably. Remedies are provided to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent. Disciplinary Sanctions are not imposed against a Respondent before the completion of the grievance process.

### **6.1: General Grievance Process Information:**

**6.1.1 Burden of Proof and Burden of Gathering Evidence:** All investigations and proceedings, including hearings, relating to Sexual Harassment will be conducted using a "preponderance of the evidence" (more likely than not) standard. The burden of proof and the burden of gathering evidence sufficient to determine responsibility rests on CTS, not the parties.

**6.1.2 Presumption of Not Responsible:** The Respondent is presumed to be not responsible for the alleged Conduct until a determination regarding responsibility is made at the end of the grievance process.

**6.1.3 Time Frames for Grievance Process:** CTS strives to complete the grievance process within one hundred and twenty (120) Business Days. Temporary delays and/or extensions of the time frames within this Policy may occur for good cause. Written Notice will be provided to the parties of the delay and/or extension of the time frames with an explanation for such action. Examples of good cause for delay/extensions include but are not limited to considerations such

as the absence of a party, a party's Advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 6.1.4 Medical Records:** CTS will not access, consider, disclose, or otherwise use party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless CTS obtains that party's voluntary, written permission to do so for the grievance process within the Policy.
- 6.1.5 Privileged Information:** CTS will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized Privilege unless the person holding the Privilege has waived the Privilege.
- 6.1.6 Range of Disciplinary Sanctions and Remedies:** Factors considered when determining a Sanction/responsive action may include, but are not limited to:
- The nature, severity of, and circumstances surrounding the violation(s)
  - The Respondent's disciplinary history
  - Previous allegations or allegations involving similar Conduct
  - The need for Sanctions/responsive actions to bring an end to the Sexual Harassment and/or Retaliation
  - The need for Sanctions/responsive actions to prevent the future recurrence of Sexual Harassment and/or Retaliation
  - The need to remedy the effects of the Sexual Harassment and/or Retaliation on the Complainant and the community
  - The impact on the parties
  - Any other information deemed relevant by the Decision-maker(s)

The Sanctions will be implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The Sanctions described in this Policy are not exclusive and may be in addition to other actions or Sanctions imposed by external authorities.

**(1) Student Sanctions.** The following are Sanctions that may be imposed upon students:

- Warning
- Required Counseling
- Probation
- Suspension
- Expulsion
- Other Actions: In addition to or in place of the above Sanctions, CTS may assign any other Sanctions as deemed appropriate.

**(2) Employee Sanctions.** The following are Sanctions that may be upon employees:

- Required Training or Education
- Required Counseling
- Probation
- Loss of Oversight or Supervisory Responsibility
- Demotion, transfer, reassignment
- Delay of tenure track progress
- Suspension with pay
- Suspension without pay

- Termination
- Other Actions: In addition to or in place of the above Sanctions/responsive actions, CTS may assign any other responsive actions as deemed appropriate.

**Remedies:** In addition to any Sanctions implemented, the Title IX Coordinator may implement additional long-term Remedies or actions for the parties and/or the campus community that are intended to stop the Sexual Misconduct and/or Retaliation, remedy the effects, and prevent reoccurrence. These Remedies/actions may include, but are not limited to:

- Referral to counseling
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent altering of work arrangements for employees
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.
- At the discretion of the Title IX Coordinator, specific long-term support/measures may also be provided to the parties even if no policy violation is found.
- When no policy violation is found, the Title IX Coordinator will address any Remedies owed by CTS to the Respondent to ensure no effective denial of educational access.
- CTS will maintain the privacy of any long-term Remedies/actions/measures, provided privacy does not impair CTS's ability to provide these services.

**Failure to comply with Sanctions and/or Remedies:**

- All Respondents are expected to comply with the assigned Sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including Appeal Officers(s)).
- Failure to abide by the Sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional Sanction(s)/action(s), including suspension, expulsion, and/or termination from CTS.
- A suspension will only be lifted when compliance is achieved to the satisfaction of CTS.

**6.1.7 Notice of Meetings, Interviews, and Hearings:** Parties and witnesses will be provided Notice of any meeting, interview, and/or hearing with sufficient time (approximately three (3) days) to prepare to participate. This Notice will include the date, time, location, participants, and purposes of the meeting, interview, and/or Hearing.

**6.2 Notice of Allegations:** Upon receipt of a Formal Complaint, the investigator will provide a Notice of Allegations to the known parties. The Notice of Allegations will include:

- (1) Notice of the party's rights and options
- (2) Notice of CTS' grievance process
- (3) Notice of CTS' Informal Resolution process and options
- (4) Notice of the allegations of Sexual Harassment, including:
  - The identities of the parties involved in the incident, if known,
  - The Conduct allegedly constituting Sexual Harassment, and
  - The date and location of the incident, if known.
- (5) Notice that the Respondent is presumed not responsible for the alleged Conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- (6) Notice that the parties may have an Advisor of their choice, who may be, but is not required to be an attorney and that the Advisor may inspect and review evidence as explained in this Policy section 6.3.

(7) Notice that CTS prohibits knowingly making false statements or intentionally and knowingly submitting false information during the grievance process.

The Notice of Allegations will be updated and written Notice provided to the parties if at any time during the investigation, CTS decides to investigate allegations about the Complainant or Respondent that are not included in the initial Notice of Allegations.

**6.3 Investigation of Formal Complaint.** CTS will conduct an investigation following a Formal Complaint and Notice of Allegations. During all meetings and interviews, the parties may be accompanied by an Advisor of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the Advisor's role is limited to assisting, advising, and/or supporting a Complainant or Respondent. An Advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in place of a Complainant or Respondent during the investigation phase of the grievance process.

**6.3.1 Opportunity to Provide Information and Present Witnesses:** Each party will be provided an equal opportunity to provide information to the investigator and present witnesses for the investigator to interview. The information provided by the parties can include inculpatory (evidence that may support a finding or conclusion that the Respondent engaged in Sexual Harassment) and exculpatory evidence (evidence that may support a finding or conclusion that a Respondent did not engage in Sexual Harassment). The witnesses can include both fact witnesses and expert witnesses.

**6.3.2 Opportunity to Inspect and Review Evidence:** Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which CTS does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence obtained by a party, witness, or other sources. Each party and their Advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) business days to submit a written response to the investigator. The investigator will consider the written responses before completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing for the parties to use during the Hearing, including for purposes of cross-examination.

**6.3.3 Investigative Report:** Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the investigator will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.

**6.3.4 Review of the Investigative Report:** At least ten (10) Business Days before a hearing, the investigator will provide each party and the party's Advisor (if any) with an electronic copy of the Investigative Report for their review and written response.

**6.3.5 Investigation Timeframe:** The investigation of a Formal Complaint will be concluded within 90 Business Days of the filing of a Formal Complaint. The parties will be provided updates on the progress of the investigation as needed.

**6.4 Live Hearing:** After the investigation, CTS will provide for a live hearing for all Formal Complaints of Sexual Harassment that have not been dismissed per Section 5.2 or resolved by Informal Resolution under Section 8. At the request of either party or the discretion of the Title IX Coordinator, CTS will provide for the live Hearing to occur with the parties located in separate rooms with technology

enabling the Decision-maker and parties to simultaneously see and hear the other party or witness answering questions.

- 6.4.1 Information at the Hearing:** The following information/evidence will be available in electronic form at the Hearing:
- (1)** Evidence from the investigation, including the evidence directly related to the allegations reviewed by the parties, regardless of whether it was incorporated into the report.
  - (2)** The investigation report and any attachments/appendices.
- 6.4.2 Decision-maker:** The Decision-maker will be appointed by CTS and will not be the Title IX Coordinator or investigator. The Decision-maker will be trained, impartial, and without a conflict of interest. The Decision-maker will be a CTS employee or external individual designated by CTS.
- 6.4.3 Challenge to the decision maker:** Either party may challenge the appointment of a Decision-maker, based on conflict of interest or bias, in writing to the Title IX Coordinator no less than five (5) Business Days before the scheduled Hearing.
- 6.4.4 Advisor's Role at the Hearing:** Each party must have an Advisor present at the Hearing. The Advisor's role is limited to supporting, advising, and assisting the party during the Hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the Decision-maker. Failure to follow the rules of decorum by an Advisor may result in an Advisor's removal from the Hearing. If a party does not have an advisor present at the live Hearing, CTS will appoint the party with an Advisor without fee or charge.
- 6.4.5 Recording of the Hearing:** CTS will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.
- 6.4.6 Hearing Process Facilitator:** CTS may designate a hearing process facilitator to coordinate the Hearing, including, but not limited to, coordination and scheduling of the Hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the Hearing; distributing materials; etc. The facilitator may also be the Title IX Coordinator. The facilitator may invite the parties and their Advisors separately to a meeting before the Hearing to review the process to ensure a smooth Hearing. This meeting is separate from the Pre-Hearing conference discussed below.
- 6.4.7 Pre-Hearing Matters:** To streamline the hearing process, the Decision-maker may request the submission of questions before the Hearing through electronic submission and/or a pre-hearing conference.
- (1) Pre-Hearing Submission of Questions:** The Decision-maker may request the parties submit questions in writing before the Hearing. This submission does not preclude the Advisor from asking additional questions live during the Hearing. The Decision-maker may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.
  - (2) Pre-Hearing Conference:** The Decision-maker may hold a pre-hearing conference to further streamline the live Hearing, especially in complex cases involving multiple Complainants, Respondents, and/or a significant number of witnesses. During the pre-hearing conference, parties and their Advisors will meet with the Decision-maker separately to review written questions previously submitted and/or to submit, in writing, any questions they wish to ask during the live Hearing so that the Decision-maker can be prepared to respond to the relevancy of said questions during the live Hearing. The Decision-maker may discuss any preliminary relevancy determinations regarding submitted questions and/or discuss alternative ways to ask questions; however, the Decision-maker will make any final relevancy determinations in real-

time, orally, during the live Hearing. This conference does not preclude the Advisor from asking additional questions live during the Hearing. At the pre-hearing conference, the Decision-maker may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant and/or directly related to the allegations.

(3) **Hearing Documents:** The Decision-maker or hearing facilitator will provide parties with a copy of all materials provided to the Decision-maker about the matter.

(4) **Accommodation Requests:** Participants needing disability-related accommodations and/or interpretation services during the Hearing must contact the Title IX Coordinator with said requests five (5) days before the Hearing.

**6.4.8 Participants in the Hearing.** Participants at the Hearing include the Decision-maker, the investigator(s) who conducted the investigations, the parties, advisors to the parties, witnesses, and anyone providing authorized accommodations. In addition, CTS may have a hearing facilitator present. Any witnesses scheduled to participate in the Hearing must have been first interviewed by the investigator (s), provided a written statement, or answered questions from the investigator in writing.

**The Decision-maker will provide the names of all persons participating in the Hearing to the parties at least seven (7) days before the live Hearing.**

**6.4.9 Hearing Process and Phases:** The live Hearing will include the following phases:

(1) **Notice of Hearing:** After the investigative report has been completed and at least ten (10) business days prior to the date set for the Hearing, the parties and their Advisors (if any) will be provided with a Notice of the Hearing by the Title IX Coordinator. The Notice will include the date, time, location, name of the Decision-maker, names of all participants in the Hearing, and the location (virtual or in person) of the Hearing.

(2) **Opening Statements:** Each party will have the opportunity to present an opening statement to the Decision-maker. **Questioning of Hearing Participants:** The investigator will be the first witness to provide information. The investigator will submit their investigation report and describe the evidence and information gathered in their investigation. The parties and witnesses will then be called in an order determined by the Decision-maker.

(3) **Questioning of parties and witnesses will occur in the following manner:**

i. **By the Decision-maker:** The Decision-maker will ask initial questions of the participants at the Hearing.

ii. **By the Advisors:** After the Decision-maker asks questions of a participant, each party's Advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real-time with the participant. The parties are never allowed to ask questions of participants directly. The questioning of participants by Advisors will be conducted in the following manner:

- An Advisor asks a question
- Before the participant answers the questions, the Decision-maker determines whether the question is relevant
- If the question is determined relevant by the Decision-maker, the participant answers the question
- If the question is determined not to be relevant by the Decision-maker, the Decision-maker must explain the decision to exclude a question as not relevant.

iii. **Evidence and Questions Excluded:**

**Sexual Predisposition or Prior Sexual Behavior of the Complainant:** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's previous sexual

behavior are offered to prove that someone other than the Respondent committed the Conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.

**Privileged Information:** No person will be required to disclose information protected under a legally recognized privilege. The Decision-maker must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information unless the person holding the Privilege has waived the Privilege. This includes information protected by the attorney-client Privilege.

**Medical Records:** Evidence or records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within this Policy.

- iv. Party or Witness Does Not Submit to Cross-examination:** If a party or witness does not submit to cross-examination by an advisor at the live Hearing, the Decision-maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision-maker, however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live Hearing or refusal to answer cross-examination or other questions.
- (4) **Closing Statements:** Each party will have the opportunity to present a closing statement to the Decision-maker.
- (5) **Determination Regarding Responsibility:** After the live Hearing, the Decision-maker will issue a written determination regarding responsibility using the preponderance of the evidence standard. The Decision-maker will simultaneously provide the Complainant and the Respondent with the written determination. The determination regarding responsibility becomes final either on the date that CTS provides the parties with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely. The written Notice will include:
- Identification of the allegations potentially constituting Sexual Harassment;
  - A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - Findings of fact supporting the determination;
  - Conclusions regarding the application of this Policy to the facts;
  - A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary Sanctions that CTS imposes on the Respondent, and whether Remedies designed to restore or preserve equal access to CTS' education program or activity will be provided by CTS to the Complainant<sup>10</sup>; and
  - The procedures and permissible bases for the Complainant and Respondent to appeal.

**Section 7: Appeals:** Either party may appeal the determination regarding responsibility or the dismissal of a Formal Complaint or any allegations within three (3) Business Days of the receipt of the determination regarding responsibility or dismissal. The appeals must be made in writing and delivered to the Title IX Coordinator.

**7.1 Bases for Appeal:** Appeals of the determination of responsibility or the dismissal of a Formal Complaint

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<sup>10</sup> The Title IX Coordinator is responsible for the implementation of any Remedies.

may be made on the following bases:

- (1) The procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or
- (3) The Title IX Coordinator, investigator, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

**7.2 Appeal Procedures:** If an appeal is submitted, CTS will

- (1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
- (2) Ensure that the Decision-maker for the appeal is not the same person as the Decision-maker that reached the determination regarding responsibility or dismissal, the investigator or the Title IX Coordinator.
- (3) Provide the non-appealing party with five (5) Business Days from receipt of the notification of appeal to submit a written statement in support of the outcome of the determination or dismissal.
- (4) Issue a written decision describing the result of the appeal and the rationale for the result, which can be one of the following:
  - Affirm the Decision-maker's determination regarding the Respondent's responsibility and affirm the disciplinary Sanctions and Remedies, if applicable;
  - Affirm the Decision-maker's determination regarding the Respondent's responsibility and amend the disciplinary Sanctions and Remedies, if applicable;
  - Remand the process back to the hearing stage for the Decision-maker to remedy any procedural irregularity or consider any new evidence;
  - Reverse the Decision-maker's determination of the Respondent's responsibility and amend the disciplinary Sanctions and Remedies, if applicable; or
  - Affirm or amend the Sanctions and/or Remedies outlined in the determination issued under this Policy.
- (5) Provide the written decision simultaneously to both parties.

**7.3 Appeal Timeframe:** The appellate Decision-maker will release the written decision within twenty (20) Business Days of receiving the appeal.

**Section 8: Informal Resolution Process.** At any time after a Formal Complaint has been signed and before a determination regarding responsibility has been reached, the parties may voluntarily agree to participate in an Informal Resolution facilitated by CTS' Ombudsperson that does not involve a full investigation and adjudication. Types of Informal Resolution include facilitated dialogue, conflict coaching, and restorative justice and resolution by agreement of the parties.

**Dr. Marcia Riggs, Ombudsperson**  
**J. Erskine Love Professor of Christian Ethics**  
**404.687.4537 [RiggsM@ctsnet.edu](mailto:RiggsM@ctsnet.edu) / Office 109 Broyles Leadership Center**

**Informal Resolution Notice:** Before entering the Informal Resolution process, CTS will provide the parties a written notice disclosing:

- (1) The allegations;
- (2) The requirements of the Informal Resolution process, including the right of any party to withdraw from the Informal Resolution process and resume the grievance process and the circumstances which preclude parties from continuing a Formal Complaint arising from the same allegations;
- (3) Consequences resulting from the Informal Resolution process include that the records will be

maintained for seven (7) years but will not be used by investigators or Decision-makers if the formal grievance process resumes.

- 8.1 Informal Resolution Agreement:** Before entering the Informal Resolution process, the parties must voluntarily agree, in writing, to use the Informal Resolution process.
- 8.2 Informal Resolution Availability:** The Informal Resolution process is not permitted to resolve allegations that an employee committed Sexual Harassment against a student.
- 8.3 Informal Resolution Timeframe:** Informal Resolutions of a Formal Complaint will be concluded within 45 days of Notice to CTS that both parties wish to proceed with the Informal Resolution process. Such Notice that the parties want to proceed with an Informal Resolution process will "pause" the counting of the timeframe to conclude the Grievance Process of this Policy, should the Informal Resolution process fail and the parties continue with the Grievance Process.
- 8.4 Informal Resolution Documentation.** Any final resolution under the Informal Resolution process will be documented and kept for seven (7) years. However, no recording of the Informal Resolution process will be made, and all statements made during the Informal Resolution process will not be used for or against either party (and the Decision-maker and/or appellate Decision-maker may not consider any such statement made during the Informal Resolution) should the parties resume the grievance process. Failure to comply with an Informal Resolution agreement may result in disciplinary action.

#### **Section 9: Emergency Removal and Administrative Leave.**

- 9.1 Emergency Removal** At any time after the Title IX Coordinator is on Notice of Sexual Harassment, CTS may remove a Respondent on an emergency basis. CTS will only conduct an emergency removal after:
- (1) Undertaking and individualized safety and risk analysis,
  - (2) Determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and
  - (3) Providing the Respondent with Notice and an opportunity to challenge the decision to the Title IX Coordinator within two (2) Business Days following the removal.
- 9.2 Administrative Leave:** CTS may place a non-student employee Respondent on administrative leave during the pendency of the grievance process in this Policy.

**Section 10: Recordkeeping:** CTS will maintain all of the documentation related to reports of Sexual Harassment, Formal Complaints, the grievance process, and the Informal Resolution process for seven (7) years under state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under the law. Student records of the grievance process are disciplinary records under Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of Information Act (FOIA) and applicable state laws and are included in the employee's official employment record.

*Approved by the President's Council August 2020.*

*Policy owner: Human Resources, with the Title IX Coordinator responsible for monitoring the needs for updates or revisions.*