

## **BRIT PROCESS**

When a complaint is submitted, it will be sent to the designated persons in the following offices: Vice-President of Student Development, Vice-President of Human Resources, Provost, Campus Police, and the Coordinator of the process. The Vice-President or Provost with authority for the alleged offender will normally be responsible for investigating the complaint in a thorough and confidential manner. For example, cases involving students will normally be handled by the Vice-President of Student Development. Cases involving staff members will generally be addressed by the Vice-President of Human Resources and cases involving faculty will normally be addressed by the Provost.

The Vice-President may consult with the Coordinator on the appropriate process for conducting the investigation. The Vice-President should contact the complainant within three to five days of receiving the complaint. Existing unit processes may be used to review or investigate the complaint and to determine the appropriate actions or sanctions. Cases involving faculty will be handled in a manner consistent with policies in the Faculty handbook. For cases involving staff, the Office of Human Resources will discuss possible proactive remedies or sanctions, if any, with the appropriate supervisor and/or vice president. Cases involving students will be referred to the Dean of Students for appropriate action, which may include informal resolution or the initiation of formal disciplinary action through the Office of Community Standards and Civility.

Once the case has been investigated and a decision is reached, the Vice-President or designate will inform the complainant, the alleged offender, and the Coordinator of the outcome of the case. Normally, a BRIT case is completed in two to eight weeks depending on the complexity of the case.

The BRIT Coordinator will maintain a record of all complaints and the outcomes and prepare an annual report showing: the number of cases during the year; the nature of the complaint; the outcome or disposition of the cases. The report will protect the identity of all complainants and accused individuals. This report will be sent to the President and all Vice-Presidents.