

FINAL DETERMINATION REPORT

[CONCISE TITLE]

A concise title should, at minimum, include the name of the respondent in order to facilitate effective record-

INVESTIGATOR NAME: [NAME]

DECISION MAKER NAME: [NAME]

REPORT DATE: [DATE]

GENERAL INFORMATION

NATURE OF COMPLAINT

This section should provide a brief single paragraph introduction to the case, including who the respondent is, what they are alleged of doing, who reported these actions, and what policies have been violated.

INVOLVED PARTIES

- *Complainant:* [Complainant Name], [Brief Description of Complainant]
- *Respondent:* [Respondent Name], [Brief Description of Respondent]

HISTORY OF THE CASE

This section should include an overview of the case prior to the final determination, including what the formal complaint alleges happened, who reported the alleged conduct, who received the report, and any additional procedural history that led up to the final determination.

A description of all procedural steps that have been taken from the receipt of the formal complaint through the final determination needs to be included in the final determination report. This includes:

- Any notifications to the parties
- Interviews with parties and witnesses
- Site visits
- Methods used to gather evidence

POLICIES AT ISSUE

University Policies

This section should outline, or directly quote, any university policies that the alleged conduct, if true, would be found to violate.

Standard of Proof

This section should restate the standard of proof that a decision maker will utilize when making a decision in the case.

ALLEGATIONS

This section should contain a concise list of all allegations of policy violations being made against the Respondent.

SUMMARY OF CONCLUSION

This section should provide a brief conclusion of the final determination (further details supporting this conclusion will be included in subsequent sections).

FINDINGS OF FACT

The following section should outline all findings of fact that support the determination made by the Decision Maker. This includes:

- Relevant information from the investigation – e.g. evidence, interviews, statements

Background

This section should include a brief description of the background of the case. How are the Complainant and Respondent related to one another? What types of interactions have they had in the past?

Investigation Details

This section summarizes relevant findings of fact that were ascertained through the investigation process and the investigation report. This can include, among other things, summaries of key interviews, descriptions of relevant evidence, credibility determinations made by the investigator, and site visits that were made in the course of the investigation. This section can also outline attempts made at gathering information that were unsuccessful – e.g. interviewees that were unavailable or uncooperative.

Hearing Details

This section summarizes relevant findings of fact that were discovered or confirmed during the hearing procedures. This should include a summary of hearing examinations and cross-examinations, evidence discussed, credibility determinations, and other issues that arose during the hearing.

ADDITIONAL INFORMATION

OTHER RELEVANT INFORMATION

Any additional information that was relevant to the decision maker's final decision should be listed in this section. If this information came from a source, such as a webpage or employee's file, the source should be listed as well.

EXHIBITS

This section should provide a list of exhibits obtained during the course of the investigation. These exhibits should be attached to the final determination report.

CONCLUSIONS

APPLICATION OF POLICY TO FACTS

This section should apply the Code of Conduct or other policies at question to the specific findings of fact discussed above.

CONCLUSIONS

In this section, the Decision Maker should provide a statement of, and rationale for, the result as to each allegation outlined at the beginning of the report. Each statement should also include a determination regarding the Respondent's responsibility.

REMEDIES

SANCTIONS

In this section, the Decision Maker should outline each disciplinary sanction to be imposed upon the Respondent, if any.

REMEDIES

This section should outline any remedies provided to the Complainant as a result of this grievance process.

Per the regulations, it is required that both parties be provided with a notice of their appeal rights. It is important that this notice be provided with the final determination report.