Employees as Respondents
Office for Institutional Equity and Diversity
As of Jan. 22, 2020

Individual files a report.  
Case is assigned to an Equal Opportunity officer.  
Equal Opportunity reaches out to complainant; resources provided.  
Complainant wants to meet.  
Meet with complainant to discuss resources, incidents and resolution options.  
Complainant does not want to meet or does not respond to outreach.  
Informal resolution* begins. (Respondent and witnesses contacted and supervisor of respondent notified.)  
Complainant does not want to move forward.  
Formal resolution* begins. (Respondent and witnesses contacted and supervisor of respondent notified.)  
Seek and implement resolution.  
Report drafted.  
Report with findings sent to lead administrator of department or college.  
Case closed.  

Definitions

Informal Resolution:
Under NC State Reg 04.25.02, an informal resolution is where at any time after submission of a complaint to OIED, a complaint or concern may be resolved through an informal process provided that: (1) the complainant(s) and respondent(s) mutually agree to the terms and conditions of any proposed resolution agreement, and (2) OIED approves the proposed resolution agreement. The informal resolution is intended to be more educational and less disciplinary in nature.

Formal Resolution:
Under NC State Reg 04.25.02, a formal resolution involves a preliminary review, which states that the allegations, if true, might constitute a violation of the Equal Opportunity, Non-Discrimination and Affirmative Action Policy (POL 04.25.05). If the complaint passes preliminary review, an investigation would be initiated by OIED and an opportunity will be provided for both the complainant(s) and respondent(s) an opportunity to respond.

Questions?
Contact Equal Opportunity and Equity at: equalopportunity@ncsu.edu or 919.513.0574

* See definitions in right column.