

University of California, Santa Barbara
Local Procedures for Reported Staff and Non-Faculty Academic Personnel Violations
of the UC Policy on Sexual Violence and Sexual Harassment

Issued October 1, 2019

Consistent with the [UC Policy on Sexual Violence and Sexual Harassment](#) (“SVSH Policy”), the following describes the University’s process for investigating and adjudicating alleged violations of the SVSH Policy in instances where the Respondent is either a University employee whose conduct is governed by Personnel Policies for Staff Members (“PPSMs”), and who is subject to disciplinary and termination procedures set forth in [PPSM 62](#) (Corrective Action – Professional and Support Staff) and [PPSM 64](#) (Termination and Job Abandonment) or a non-faculty academic appointee who is subject to disciplinary procedures under the Academic Personnel Manual (“APM”), [APM-150](#) (Non-Senate Academic Appointees/Corrective Action and Dismissal). A flow chart illustrating the process for complaints against PPSM-covered employees can be found in Appendix A. A flow chart illustrating the process for complaints against non-faculty academic appointees can be found in Appendix B.

These Local Procedures should be read in conjunction with the SVSH Policy, last issued July 31, 2019; the [Sexual Violence and Sexual Harassment Investigation and Adjudication Framework for Staff and Non-Faculty Academic Personnel](#), last issued July 31, 2019; and other applicable policies, including PPSM 62, [PPSM 63](#) (Investigatory Leave), PPSM 64, APM-150, and the [UCSB Red Binder Section IX-20](#). To the extent these procedures may be inconsistent or in conflict with other campus procedures or bylaws, these Local Procedures shall prevail.

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I. Introduction

The University of California, Santa Barbara (UCSB) is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

Sexual violence, sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”) interfere with those goals. The University will respond promptly and effectively to reports of such conduct. This includes action to stop, prevent, correct, and when necessary, to discipline behavior that violates the *SVSH Policy*.

A. Applicable Procedures

The specific procedures for investigating and resolving complaints of Prohibited Conduct depend on the Respondent’s identity and relationship to the University.

- Where the Respondent is a staff member or non-faculty academic employee, the procedures are in the *Sexual Violence and Sexual Harassment Investigation and Adjudication Framework for Staff and Non-Faculty Academic Personnel*, and local implementing procedures.
- If there is a question about the predominant role of the Respondent, the Title IX Officer will determine which procedure applies based on the circumstances (such as which role predominates in the context of the Prohibited Conduct). Where a Respondent is both a student and an employee, the Respondent may be subject to discipline applicable to both students and employees.
- Where the Respondent is a University of California employee at a different location, the Title IX Officer will forward the report to the Title IX Officer at the Respondent’s location of employment.
- Where the Respondent is a third party, the Title IX Officer will determine the appropriate manner of resolution consistent with the University’s commitment to a prompt and equitable process and applicable law, federal guidance, and the *SVSH Policy*. The University’s ability to take appropriate responsive action depends on its relationship and level of control over the third party, if any.
- Where there is no identifiable, individual Respondent (such as where the Complainant alleges Prohibited Conduct by an organization or a Respondent whose identity is unknown, or conduct by multiple people that rises to the level of Prohibited Conduct only when considered in the aggregate), the Title IX Officer may respond if appropriate.

B. Definitions

Applicable definitions from the *SVSH Policy* are incorporated herein. Other definitions are found in the applicable PPSMs and applicable APMs and are incorporated herein.

- The *SVSH Policy* is available at <http://policy.ucop.edu/doc/4000385/SVSH>.
- The PPSM manual is available at <http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html>.
- The APM is accessible at <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/general-university-policy-regarding-academic-appointees/index.html>.
- The Red Binder is accessible at <https://ap.ucsb.edu/policies.and.procedures/red.binder/>.

C. Chancellor's Designees

For matters involving UCSB Staff, the Chancellor's designee is Vice Chancellor Garry MacPherson (garry.macpherson@ucsb.edu).

For matters involving UCSB Non-Faculty Academic Personnel, the Chancellor's designee is Associate Vice Chancellor Alison Butler (alison.butler@ucsb.edu).

UCSB's Title IX Officer is Ariana Alvarez (ariana.alvarez@ucsb.edu).

II. Support Resources, Safety Measures, and Accommodations for Individuals Impacted by Prohibited Conduct

A. Support Resources

Confidential campus and community resources are available to anyone impacted by Prohibited Conduct. Confidential resources provide a private space for an impacted party to discuss the incident, reporting options, and/or campus and legal processes without instigating an investigation or action by the University or law enforcement. Confidential resources on campus include advocates in the Campus Advocacy Resources and Education (CARE) Office, clinicians in the Academic and Staff Assistance Program (ASAP) and Counseling and Psychological Services (CAPS), and employees in the Office of the Ombuds. As noted in the *SVSH Policy*, designation as a “Confidential Resource” under the *UC Policy* and these Local Procedures only exempts a person from reporting to the Title IX Office. It does not affect other mandatory reporting obligations under *UC CANRA (Child Abuse and Neglect Reporting Act) Policy*, the Clery Act as a Campus Security Authority (CSA), and other policies or laws that require reporting to campus or local law enforcement, or Child Protective Services.

Other campus and community resources are available to provide safety measures and accommodations to anyone impacted by Prohibited Conduct. See the Campus and Community Resources guide in Appendix C for a complete list of campus and local confidential and non-confidential resources.

The University will offer to provide support services for Complainants and for Respondents. The CARE Office provides support services for Complainants. The Office of the Ombuds and ASAP provide support services for Respondents.

While the services of the CARE Office are exclusively for Complainants, the other noted resources are available to any individual impacted by Prohibited Conduct identified by the *SVSH Policy*, including Respondents, witnesses, reporting parties, and support providers. The CARE Office services students, faculty, and staff.

B. Safety Measures and Accommodations

Interim measures and support are available regardless of whether or not the incident is formally reported. Interim measures include, but are not limited to, no-contact orders or emergency protective orders, housing assistance, academic support, work accommodations, and counseling.

Some suggested accommodations include:

- **Work accommodations.** To enhance their safety and wellness, an impacted individual has the right to request an accommodation to alter their work schedule or location, or to access leave balances to cover absences that relate to matters covered by the *SVSH Policy*. These requests should be made to the impacted party’s direct supervisor, and may be coordinated through a CARE advocate or the Title IX Office, regardless of whether or not a formal report is made to the University or law enforcement. CARE advocates will make every attempt to protect the Complainant’s privacy to avoid any required reports from supervisory staff to the Title IX Office.
- **Housing relocation options.** If the impacted individual lives in University-owned housing, they have the right to request relocation options, which the University will review with them. Reasonable requests, space permitting, will be accommodated to the best of Housing, Dining & Auxiliary Enterprises’ abilities.

Accommodations requests to Housing, Dining & Auxiliary Enterprises can be coordinated through the Title IX Office or a CARE advocate.

Suggested safety measures include:

- **Emergency protective orders.** An impacted party facing an immediate threat to safety has the right to seek an Emergency Protective Order (valid for 10 court days) from the UCSB Police Department, Isla Vista Foot Patrol, or a local law enforcement agency, if a police report has been taken. At the expiration of the Emergency Protective Order, or in all other situations in which a protective order is needed, a temporary restraining order should be obtained through the Santa Barbara Superior Court. A CARE advocate can assist an impacted party in navigating this process.

III. Reporting Options (Stage 0)

A. Overview

Any person may make a report, including anonymously, of conduct prohibited under the *SVSH Policy* (“Prohibited Conduct”) to the Title IX Office. The Title IX Office is responsible for receiving and responding to reports of Prohibited Conduct.

A person may also make a report to a Responsible Employee (as defined by the *SVSH Policy*: any University employee who is not a Confidential Resource). The *SVSH Policy* requires a Responsible Employee who becomes aware of an incident of Prohibited Conduct to report it to the University by contacting UCSB’s Title IX Officer or designee.

While there is no time limit for reporting, reports of Prohibited Conduct should be brought forward as soon as possible.

B. Complainant Reporting

Reporting one’s personal experience with Prohibited Conduct to a Responsible Employee, the Title IX Office, the Title IX Officer, or law enforcement is the decision of the impacted party. Understanding that reporting is an intensely personal process, UCSB respects the right of the impacted party to decide whether to report. However, if an act of Prohibited Conduct is shared with a Responsible Employee, that employee must notify the Title IX Office, which will make a determination as to whether a formal University investigation may be necessary to address the concerns reported.

The University encourages early reporting of incidents to either law enforcement or the Title IX Office. While there is no time limit on the reporting of incidents to the University, the University encourages early reporting.

Even if a Complainant is not sure about reporting an incident, they are encouraged to preserve evidence for future reporting or obtaining a protection order. Efforts to do this include limiting use of the restroom and not bathing or showering, changing clothes, combing hair, cleaning up the crime scene, or moving anything the suspect might have touched (until the evidence has been collected). Evidence is most effectively collected via a sexual assault response team (SART) forensic exam. Additional efforts may also include writing down details about the incident(s), saving any communications (electronic, voice, text, or otherwise) from involved parties, and capturing a copy of any relevant online information (social media posts or messages).

C. Reporting Options

Impacted parties may pursue any of the following reporting options. A CARE advocate can provide information about reporting options and offer accompaniment during reporting processes.

- **Make no report.** Understanding that reporting is a personal decision, UCSB respects the right of the impacted party to decide whether to report. Seeking support through CARE does not trigger a report to law enforcement or UCSB; a report will not be made unless the individual impacted by Prohibited Conduct chooses to do so.
- **Report to law enforcement and request prosecution.** Impacted parties have the right to report incidents of Prohibited Conduct to law enforcement.

- If the incident occurred on University property, a report may be made to the UCSB Police Department (UCPD). If the report is filed with UCPD, the officer will provide a business card with the case number on it, and will also offer the services of a campus CARE advocate or a community resource card (if in the local area).
- If the incident occurred off campus, a report may be made to the Isla Vista Foot Patrol or Santa Barbara Sheriff's Office (for Isla Vista or Goleta), or the corresponding local law enforcement agency (if out of the area).
- Regardless of where the incident took place, it is important to note:
 - Law enforcement can assist victims by arranging for a forensic (SART) exam in order to provide admissible evidence when the person reporting an act of Prohibited Conduct desires prosecution through the criminal justice system.
 - If the impacted party was under the influence of alcohol or drugs, this may be relevant to the case and should be disclosed to the police.
 - In order to protect privacy, California law allows Complainants to request that the police not release personal identifying information—name, address, phone numbers, and date of birth—in publicly available recordkeeping. This will ensure a degree of confidentiality, but does not guarantee complete anonymity. Per the Violence Against Women Act of 1994, UCSB Police will not release identifying information in alerts that are issued to the campus community, nor in information released to the media.
- **Report to law enforcement without requesting prosecution.** In some cases, reports to law enforcement may be made for documentation purposes only. Ultimately, the decision to prosecute is made by the District Attorney, although the cooperation of the Complainant is considered necessary.
- **File a complaint with the UCSB Title IX Office.** Any report of Prohibited Conduct made to a Responsible Employee and/or the Title IX Office places the University “on notice” to take action to remedy the situation and mitigate its effects. Reporting to the Title IX Office or any Responsible Employee will initiate a University review with possible investigation by the Title IX Office and potential adjudication by the designated body. Upon reporting to the Title IX Office, the Complainant will be provided with a written explanation of their rights and options. If a complaint is investigated by the Title IX Office, the Respondent will also be provided with a written explanation of their rights and options.
- **Report to both law enforcement and Title IX Office.** Because of privacy laws and jurisdictional issues, law enforcement is not always able to share reports of Prohibited Conduct with the University. Therefore, if the Complainant has reported to law enforcement and also desires University review of the case for investigation and possible adjudication, the Complainant must also report their complaint to Title IX Office. The two factfinding investigations will be coordinated to the best of the Title IX investigator's abilities. At the request of law enforcement, the University investigation may be delayed as needed to meet any specific needs of the criminal investigation. Such a delay may be cause for extending the University timelines to complete the process. Delays will be communicated to all parties and documented by the Title IX investigator.
- **Make an anonymous report.** Reports can be made without names included. Without any identifying information, however, the University may be unable to respond fully to the reported incident. In most cases, it is unlikely that an anonymous report to the Title IX Office would lead to an investigation or disciplinary action against the alleged Respondent.

IV. UCSB's Response and Resolution Processes (Stage 1)

As soon as practicable after receiving a report, the Title IX Office will make an initial assessment, including a limited factual inquiry when appropriate, to determine whether the report on its face alleges an act of Prohibited Conduct, and if so, whether the Prohibited Conduct is covered by the *SVSH Policy*.

A. Jurisdiction

These Local Procedures cover acts of Prohibited Conduct committed by UCSB Staff Members or Non-Faculty Academic Personnel, when the conduct occurs:

- on University property;
- in connection with University employment or in the context of a University employment or education program, activity or service (including, for example, University-sponsored study abroad, research, on-line courses, health services, or internship programs); or
- off University property and outside the context of a University employment or education program, activity or service, but has continuing adverse effects on—or creates a hostile environment for students, employees or third parties while on—University property or in any University program, activity or service.

B. Initial Assessment

Upon receipt of a report of or information about alleged Prohibited Conduct, the Title IX Officer will make an initial assessment in accordance with the *SVSH Policy*, which will include making an immediate assessment concerning the health and safety of the Complainant and the campus community.

1. Initial Review and Inquiry

Upon receipt of a report of Prohibited Conduct from a Responsible Employee, the Title IX Office will attempt to contact the Complainant, if known, to inform them of their rights, options, and resources. The Campus and Community Resources (Appendix C) and Rights & Options of the Parties (Appendix D) documents are included in this email outreach.

The Title IX Office will identify the policy (or policies) applicable to the report based on the date of the incident or reported behavior. The entire timeframe of the reported incident or behavior will be considered and the Title IX Office's assessment may include multiple versions of the University's *SVSH Policy*, as applicable. However, the response procedures for all reports will follow the terms of the current *SVSH Policy* and these Local Procedures.

The Title IX Officer will ensure that the Complainant, if their identity is known, is provided a written explanation of rights and available options as outlined in the *SVSH Policy*, including:

- How and to whom to report alleged violations;
- Options for reporting to and/or notifying law enforcement and campus authorities;
- Information regarding confidential resources;
- The rights of Complainants regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts;
- The importance of preserving evidence that may assist in proving that a criminal offense occurred or in obtaining a protection order;
- Counseling, health assistance, mental health assistance, victim advocacy, legal assistance, visa and immigration assistance, and other services available both within the institution and the community; and

- Options for, and available assistance to, a change to academic, living, transportation, and working situations if the Complainant requests and if such options are reasonably available—regardless of whether the Complainant chooses to report the crime to law enforcement.

If the Complainant declines to respond, the Title IX Office will determine how best to respond to the matter based on the available information. The Title IX Office will advise the Complainant in writing via email of the final response decision with rationale for that determination and proceed accordingly thereafter.

2. Consideration of Interim Actions and other Protective Measures

The University will also consider and take interim measures as appropriate to ensure the safety, well-being, and equal access to University programs and activities of its students and employees. The Title IX Office, in coordination with the Employee Case Management Team, and in consultation with the Complainant when possible, will make an immediate assessment of the health and safety of the Complainant and the campus community, and determine and oversee interim measures that are immediately necessary. Interim measures include, but are not limited to, the following: no-contact orders, housing assistance, academic support, and counseling.

Investigatory leave of a PPSM-covered Respondent may be imposed in accordance with PPSM 63.
Investigatory leave of a non-faculty academic Respondent may be imposed in accordance with APM-150.

The Title IX Office will strive to protect privacy with respect to any interim or protective measures provided to the parties, to the extent it does not impair Title IX's ability to provide the interim or protective measures. In some cases, the Title IX Office may need to disclose some information about a Complainant to a third party to provide necessary accommodations or protective measures.

C. UCSB's Response to Prohibited Conduct

Once the Title IX Office receives a report of alleged Prohibited Conduct, they will determine if the issues presented rise to a potential policy violation, and if so, determine the most appropriate process to address the issues presented. Provided the University has sufficient information to respond, and in accordance with the *SVSH Policy*, UCSB may resolve reports of Prohibited Conduct by Alternative Resolution, Formal Investigation, or separate employee grievance or complaint process.

The Title IX Officer oversees the University's response to reports of Prohibited Conduct to ensure the proceedings are prompt, fair, and impartial from the initial report to the final outcome.

Investigations and adjudication will be conducted by UCSB officials who receive annual training on issues related to Prohibited Conduct.

At all stages of the resolution process, the Complainant and Respondent have the right to an advisor and/or a support person of their choosing. The advisor and/or the support person may be any person (including an advocate, attorney, friend, or parent) who is not otherwise a party or a witness. The advisor's primary role is to provide guidance through the process. The support person's primary role is to provide emotional support. The advisor and/or the support person may not speak on behalf of a student or otherwise disrupt any meetings or proceedings in any manner. The University reserves the right to exclude an advisor and/or support person who does not abide by these procedures.

1. Alternative Resolution

After a preliminary inquiry into the facts, the Title IX Officer may initiate an Alternative Resolution in accordance with the *SVSH Policy*. After an initial assessment of the alleged facts, the Title IX Officer may—if the Complainant and Respondent agree—begin an Alternative Resolution process. The Title IX Officer will, if appropriate, begin the process in consultation with other offices depending on whether the Complainant and Respondent are faculty, other academic appointees, staff, student employees, or students.

Alternative Resolution may include, among other responses:

- separating the parties;
- providing for safety;
- referring the parties to counseling;
- mediation (except in cases of sexual violence);
- referral for disciplinary action;
- an agreement between the parties;
- conducting targeted preventive educational and training programs; and
- conducting a follow-up review to ensure that the resolution has been carried out effectively.

Alternative Resolution may be especially useful when:

- a Formal Investigation is not likely to lead to a resolution;
- both parties prefer an informal process; or
- a case involves less serious allegations.

The Title IX Officer has discretion to determine whether the complaint is appropriate for Alternative Resolution, to determine the type of resolution to pursue, and to stop the process at any time before its conclusion and move to a Formal Investigation.

Participation in Alternative Resolution is voluntary, meaning both the Complainant and the Respondent must agree to participate. If Alternative Resolution is selected, the Title IX Officer will provide timely written notice to both parties that:

- the Title IX Officer has begun the process;
- the process is voluntary and will end upon either party's request;
- termination may result in Formal Investigation;
- they may be accompanied by an advisor throughout the process; and
- the Title IX Officer will notify both parties of the process's outcome.

The Title IX Officer will oversee the Alternative Resolution process and, if other campus officials are involved in the process, maintain an appropriate level of involvement.

The Title IX Officer will complete the Alternative Resolution process promptly, typically within 30 to 60 business days of notifying the parties in writing of starting the process. However, the Title IX Officer may extend past 60 days for good cause. The Title IX Officer will notify the parties in writing of the reason for any extension and the projected new timeline. The actual time required will depend on the specific circumstances, including the complexity of the allegations and the nature of the alleged conduct. The Title IX Officer will consider, approve, and communicate extensions per written guidelines from the Systemwide Title IX Office.

Once the parties have agreed to the terms of an Alternative Resolution, the University will not conduct a Formal Investigation unless the Title IX Officer determines that the Respondent failed to satisfy the terms of the

Alternative Resolution, or that the Alternative Resolution was unsuccessful in stopping the Prohibited Conduct or preventing its recurrence.

The Title IX Officer will keep records of all reports and conduct addressed through Alternative Resolution.

2. Formal Investigation

In cases where Alternative Resolution is inappropriate or unsuccessful, the Title IX Officer may conduct a Formal Investigation as contemplated in the *SVSH Policy*. Generally, the Formal Investigation follows these steps:

a. Notification

The Title IX Officer will notify the Chancellor's designee and the Respondent's supervisor or other appropriate administrative authorities when a Formal Investigation is commenced against a Respondent. The Title IX Officer will be sensitive in their communication to protect the neutrality of the Chancellor's designee and the neutrality of the supervisor or other appropriate administrative appointee, as well as the privacy of the Complainant and the Respondent.

Thereafter, the Title IX Officer will ensure that the Chancellor's designee and/or supervisor or other appropriate administrative appointee are regularly updated regarding the status of the Formal Investigation.

b. Notice of Charges

When a Formal Investigation is conducted, the Title IX Office will simultaneously send written notice of the charges to the Complainant and Respondent. The written notice will include:

- A summary of the allegations and potential violations of the *SVSH Policy*;
- The purpose of the investigation;
- A statement that the investigative report, when issued, will make factual findings and a determination whether there has been a violation of the *SVSH Policy*;
- A statement that the findings under the *SVSH Policy* will be based on the preponderance of the evidence standard;
- A summary of the investigation and discipline processes, including the expected timeline;
- A summary of the rights of the Complainant and Respondent, including the right to an advisor and support person;
- A description of the resources available to the Complainant and Respondent; and
- An admonition against intimidation or retaliation.

If a Title IX investigator discovers new facts that could form the basis for additional policy violations or sanctions, the Title IX Office will simultaneously provide the parties with an amended Notice of Charges, which will include both the original and new allegations and charges.

c. Investigative Process

The Title IX Officer will designate an investigator to conduct a fair, thorough, and impartial investigation.

i. *Overview*

During the investigation, the Complainant and Respondent will be provided an equal opportunity to meet with the investigator, submit information, and identify witnesses who may have relevant information.

The investigator will meet separately with the Complainant, the Respondent, and the third-party witnesses who may have relevant information, and will gather other available and relevant information. The investigator may follow up with the Complainant or the Respondent as needed to clarify any inconsistencies or new information gathered during the course of the investigation.

Disclosure of facts to persons interviewed will be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be asked to maintain confidentiality when essential to protect the integrity of the investigation.

The Complainant or the Respondent may have an advisor and a support person present when personally interviewed and at any related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by University policy or collective bargaining agreement.

ii. *Coordination with Law Enforcement*

When a law enforcement agency is conducting its own investigation into the alleged conduct, the Title IX investigator will make every effort to coordinate their fact-finding efforts with the law enforcement investigation. At the request of law enforcement, the investigation may be delayed temporarily to meet specific needs of a criminal investigation.

iii. *Participation in Investigation*

Neither the Complainant nor the Respondent is required to participate in the resolution process outlined in these Local Procedures. The University will not draw any adverse inferences from a Complainant or Respondent's decision not to participate or to remain silent during the process. An investigator will reach findings and conclusions based on the information available. However, when a party selectively participates in the process—such as choosing to answer some but not all questions posed, or choosing to provide a statement only after reviewing the other evidence gathered in the investigation—an investigator may consider the selective participation in evaluating the party's credibility. In doing so, they should try to discern reasonable non-adverse explanations for the selective participation, including from the parties' own explanations, and determine whether the information available supports those explanations.

The University will strive to honor the stated wishes of the Complainant regarding whether to move forward with an investigation and any safety concerns for any involved individuals. There may be circumstances, however, in which the University may need to move forward against the Complainant's wishes, or in which the University may determine that an investigation will not occur despite the Complainant's wish to pursue an investigation. In such cases, the Title IX Officer, or their designee, will make this determination after completing an initial inquiry into the facts.

d. Timeframe for Completion of Investigation; Extension for Good Cause

The notice of investigation outcome and accompanying investigative report will be issued promptly, typically within sixty (60) to ninety (90) business days of initiation of the Formal Investigation, unless extended by the Title IX Officer for good cause, with written notice to the Complainant and the Respondent of the reason for the extension and the projected new timeline.

The Title IX Officer or designee will keep the Complainant and Respondent regularly informed concerning the status of the investigation.

e. Investigative Report and Finding

Following the conclusion of the investigation, the Title IX investigator will prepare a written report. The written investigative report will include a statement of the allegations and issues, the positions of the parties, and a summary of the evidence.

If the Complainant or the Respondent offered witnesses or other evidence that was not relied upon by the investigator, the investigation report will explain why it was not relied upon. The investigative report will include findings of fact and a determination regarding whether, applying the preponderance of the evidence standard, there is sufficient evidence to conclude that Respondent violated the *SVSH Policy*.

The investigative report will be final upon approval of the Title IX Officer and delivery to the Chancellor's designee.

f. Notice of Investigation Outcome

Upon completion of the Title IX investigative report, the Title IX Officer or designee will simultaneously send to the Complainant and the Respondent a written notice of investigation outcome regarding whether a violation of the *SVSH Policy* was found. The notice of investigation outcome will be accompanied by a copy of the investigative report, which may be redacted as necessary to protect privacy rights.

The Title IX Officer or designee will also send the notice of investigation outcome and accompanying investigative report to the Chancellor's designee and the supervisor or other appropriate administrative authority.

The notice of investigation outcome will include:

- A statement of whether a preponderance of the evidence demonstrated that the Respondent violated the *SVSH Policy*;
- An admonition against intimidation or retaliation;
- An explanation of any interim measures that will remain in place;
- A statement that the Complainant and Respondent have an opportunity to respond in writing to the Chancellor's designee and supervisor or other appropriate administrative authority; and
- A statement indicating whether it appears that further investigation by another appropriate body may be necessary to determine whether violations of other policies occurred, separate from any allegations of Prohibited Conduct that were investigated under the *SVSH Policy*.

In addition, if the investigation determined that the Respondent violated the *SVSH Policy*, the notice of investigation outcome will also include:

- For matters involving PPSM-covered Respondents, a description of the process for deciding whether and what discipline to impose, including a statement that the supervisor will propose a resolution, which may include corrective action as defined by PPSM-62 or termination in accordance with PPSM-64, and that the proposal will be subject to review and approval by the Chancellor's designee; or
- For matters involving non-faculty academic Respondents, a description of the process for deciding whether and what discipline to impose, including a statement that the supervisor or other appropriate administrative authority will propose a resolution, which may include corrective action or dismissal as described in APM-150 and Red Binder IX-20, and that the proposal will be subject to review and approval by the Chancellor's designee; and
- A statement that the Complainant and the Respondent will be informed of the final resolution of the matter, including any discipline imposed, and a statement of the anticipated timeline.

3. Grievance/Complaint Procedures for Employees

Instead of, or in addition to, reporting to the Title IX Office or other Responsible Employee, a University employee may file a grievance or complaint. That grievance or complaint must meet all of the requirements, including time limits for filing, under the applicable complaint resolution or grievance procedure listed in [PPSM II-70](#) for Senior Managers, [PPSM-70](#) for Staff Personnel, [APM-140](#) for Non-Senate Academic Appointees, or [Bargaining Units & Contracts](#) for Exclusively Represented Staff or Represented Academic Personnel. Any such grievance or complaint will be forwarded to the Title IX Officer for processing under the *SVSH Policy*, and the grievance or complaint procedure will be held in abeyance pending resolution under the *SVSH Policy*, unless the applicable collective bargaining agreement provides otherwise. After completion of the process under the *SVSH Policy*, the grievance or complaint may be reactivated under the applicable grievance or complaint procedure.

V. UCSB's Assessment and Consultation (Stage 2)

The Respondent's supervisor or other appropriate administrative authority has the responsibility to propose and implement action in response to the findings of the Title IX investigative report. The proposed decision by the supervisor or other appropriate administrative authority will be reviewed and approved by the Chancellor's designee. The supervisor or other appropriate administrative authority may determine that additional investigation is required to determine whether violations of other policies occurred, but will not reinvestigate allegations of Prohibited Conduct investigated by the Title IX Office.

The Chancellor's designee, as well as the supervisor or other appropriate administrative authority, may consult with the Title IX Office, Staff Human Resources, the Academic Personnel Office or any other appropriate entities at any time during the decision-making process.

A. Opportunity to Respond

The Complainant and the Respondent will have an opportunity to respond to the notice of investigation outcome and accompanying investigation report through a written statement that will be submitted to the Respondent's supervisor or other appropriate administrative authority and the Chancellor's designee.

The purpose of this response is not to challenge the factual findings in the Title IX investigative report or present new evidence, but to provide the Complainant and the Respondent with an opportunity to express their perspectives and address what outcome they wish to see.

B. Decision Proposal and Submission for Approval

In the event that the Title IX investigation finds the Respondent responsible for violating the *SVSH Policy*, the Respondent's supervisor or other appropriate administrative authority will propose a decision regarding how to resolve the matter. The proposal must be submitted to the Chancellor's designee for review and approval. In all cases where the Title IX investigation finds the Respondent responsible for violating the *SVSH Policy*, the Respondent's supervisor or other appropriate administrative authority will consult with the campus Title IX Officer on how to resolve the matter, including the appropriate discipline or other corrective measures.

In the event the Chancellor's designee does not approve the proposed decision, they will send it back to the supervisor or other appropriate administrative authority for reconsideration and submission of a revised proposed decision.

In the event the Chancellor's designee approves the proposed decision, they will inform the supervisor or other appropriate administrative authority who will take steps to implement the approved decision.

This proposal and approval process will occur in all cases where the Title IX investigation has found the Respondent violated the *SVSH Policy* pursuant to these procedures. Staff Human Resources or the Academic Personnel Office will be consulted throughout the process. Additionally, the Chancellor's designee will consult with the campus Title IX Officer on the appropriateness of the proposed discipline before approving or disapproving it.

VI. UCSB's Corrective or Other Actions (Stage 3)

UCSB will take prompt and effective steps reasonably calculated to stop any violation of the UC *SVSH Policy*, prevent its recurrence, and, as appropriate, remedy its effects. If the remedy has not already been provided, the Title IX Officer will oversee its implementation in consultation with appropriate administrators.

A. PPSM Covered Staff: Decision Approval and Implementation

Following approval by the Chancellor's designee, the Respondent's supervisor will implement the approved decision in accordance with applicable PPSMs, including PPSM-62 and PPSM-64. For any of these responses, Staff Human Resources may assist with the implementation of this process.

1. No Further Action

The supervisor may propose to resolve the matter without taking any further action. This proposal will be reviewed by the Chancellor's designee for approval. In the event it is approved, this decision and its rationale will be promptly and simultaneously communicated by the supervisor or other appropriate authority to both the Complainant and the Respondent.

2. Action Not Requiring Notice of Intent

The supervisor may propose corrective or remedial actions that do not amount to corrective action as defined by PPSM 62 or termination under PPSM 64. The proposed actions will be reviewed by the Chancellor's designee for approval. In the event it is approved, the decision will be implemented by the supervisor and the decision and its terms and rationale will be promptly and simultaneously communicated by the supervisor or other appropriate authority to both the Complainant and the Respondent.

3. Notice of Intent

The supervisor may propose to issue a notice of intent to institute corrective action in accordance with PPSM-62 or notice of intent to terminate in accordance with PPSM-64. The proposed terms of the notice of intent will be reviewed by the Chancellor's designee for approval. In the event it is approved, the decision will be implemented by the supervisor and the notice of intent will be issued.

Following the provision of a notice of intent, corrective action will be taken in accordance with PPSM-62 and/or actions to terminate will be taken in accordance with PPSM-64. The terms of the of the implemented action and its rationale will be promptly communicated to both the Complainant and the Respondent.

B. Non-Faculty Academic Personnel: Decision Approval and Implementation

Following approval by the Chancellor's designee, the Respondent's supervisor or other appropriate administrative authority will implement the approved action in accordance with APM-150 and Red Binder IX-20. For any of these responses, the Academic Personnel Office may assist with the implementation of this process.

1. No Further Action

The supervisor or other appropriate administrative authority may propose to resolve the matter without taking any further action. This proposal will be reviewed by the Chancellor's designee for approval. In the event it is approved, this decision and its rationale will be promptly communicated to both the Complainant and the Respondent.

2. Informal Resolution

The supervisor or other appropriate administrative authority may propose an informal resolution in accordance with APM-150 and Red Binder IX-20, which may include discipline and/or other corrective or remedial measures. The proposed informal resolution and its terms will be reviewed by the Chancellor's designee for approval. Informal resolution can be achieved at any time prior to the final imposition of dismissal or corrective action.

In the event the informal resolution is approved and agreed to by the Respondent, the Complainant will be promptly informed of its terms and the rationale.

3. Notice of Intent

The supervisor or other appropriate administrative authority may propose to issue a notice of intent instituting dismissal or other corrective action in accordance with APM-150 and Red Binder IX-20. The proposed terms of the notice of intent shall be reviewed by the Chancellor's designee for approval.

Following the provision of a notice of intent, corrective action or termination will be implemented in accordance with APM-150 and Red Binder IX-20. The terms of the implemented action and its rationale will be promptly communicated to both the Complainant and the Respondent.

C. Timeframe for Implementation of Decision; Extension for Good Cause

The supervisor or other appropriate administrative authority should implement their approved decision promptly, typically within forty (40) business days of receipt of the notice of investigation outcome and accompanying investigative report. If the matter has not been otherwise resolved within forty (40) business days, a notice of intent will be issued.

Extensions to this timeline may be granted by the Chancellor's designee for good cause with written notice to the Complainant and the Respondent stating the reason for the extension and the projected new timeline.

D. Process Following Action Taken

In the event that a PPSM-covered Respondent submits a complaint under PPSM-70 or PPSM II-70, or a non-faculty academic appointee Respondent submits a grievance under APM-140, the Chancellor's designee will ensure that both the Complainant and the Respondent receive regular updates regarding the status of the complaint or grievance.

The Complainant may follow processes appropriate to their own personnel or student policies.

Subsequent to any final decision, the Chancellor's designee will promptly inform the Complainant and the Respondent of the decision, including any final decision on discipline, and its rationale.

VII. Appendices

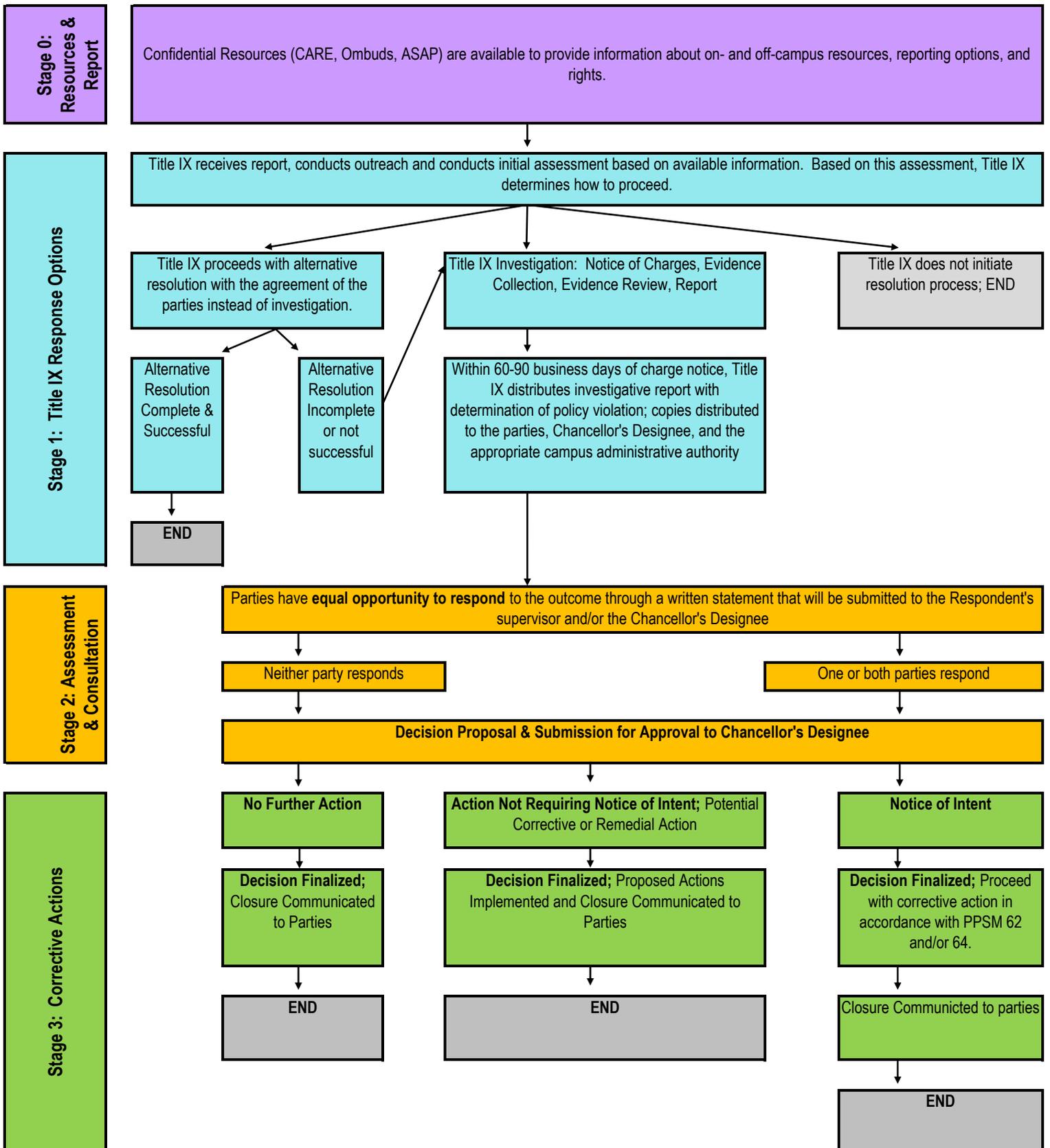
Appendix A: Flowchart for PPSM-Covered Employees

Appendix B: Flowchart for Non-Faculty Academic Employees

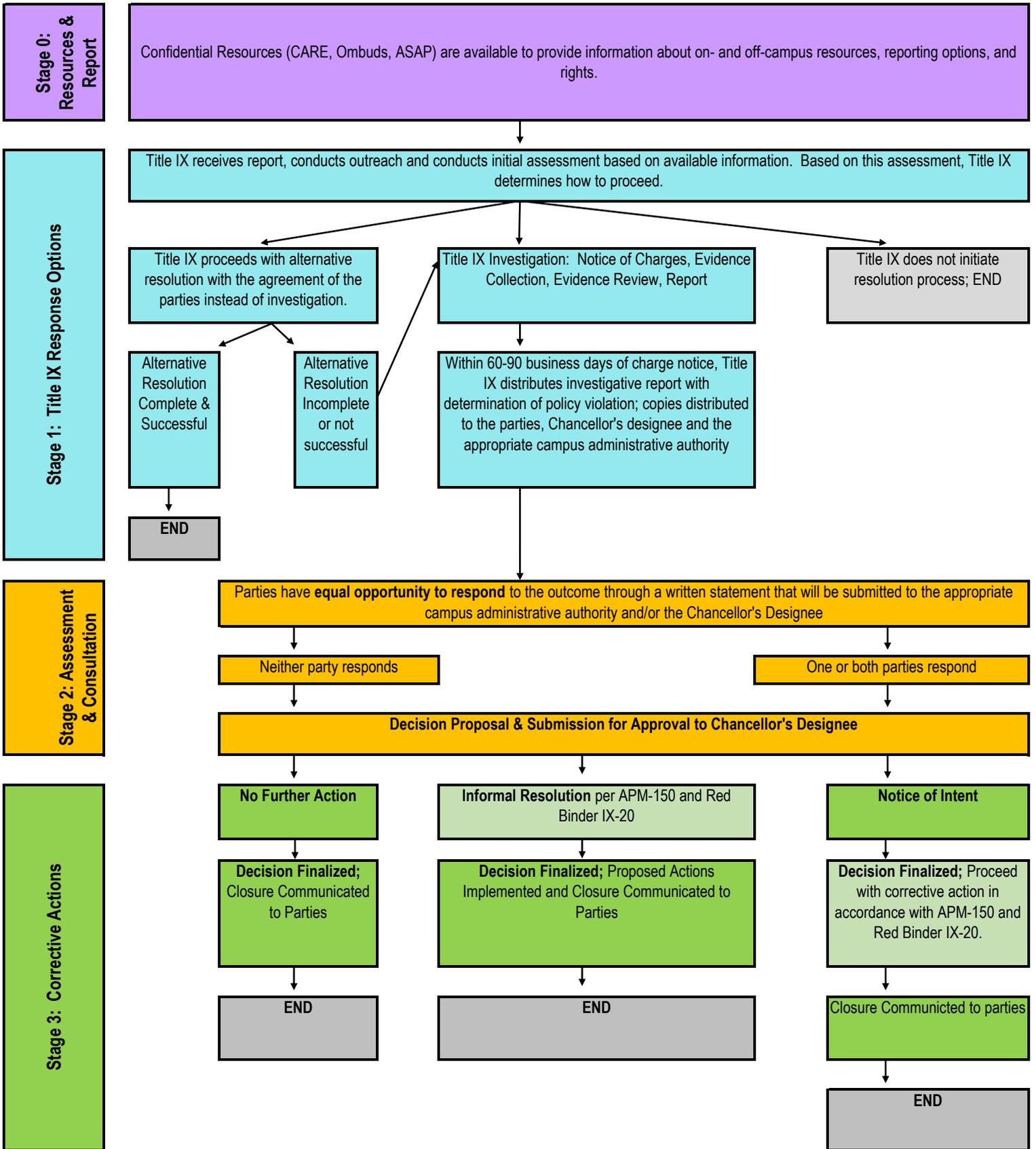
Appendix C: Campus and Community Resources for Individuals Impacted by Sexual Violence, Sexual Harassment, or Other SVSH Prohibited Behavior

Appendix D: UCSB Rights & Options for Incidents of Sexual Harassment & Sexual Violence

UCSB Local Response Procedures for Sexual Violence Sexual Harassment Incidents involving Staff Respondents



**UCSB Local Response Procedures for
Sexual Violence Sexual Harassment Incidents involving Non-Faculty Academic Personnel Respondents**



Campus and Community Resources for Individuals Impacted by Sexual Violence, Sexual Harassment, or Other Prohibited Behavior

ELIGIBLE FOR SVCS	RESOURCE TYPE	RESOURCE NAME	CONTACT INFORMATION (see resource descriptions for web addresses)
CONFIDENTIAL ADVOCACY & SUPPORT RESOURCES			
All	Campus	Campus Advocacy, Resources & Education (CARE)	(805) 893-4613 (24-hour advocacy line)
Students primarily (some services for Employees)	Campus	Counseling & Psychological Services (CAPS)	(805) 893-4411 (24-hour confidential crisis counseling available)
All	Campus	Office of the Ombuds	(805) 893-3285
Employees	Campus	Academic & Staff Assistance Program (ASAP)	(805) 893-3318
All	Community	Standing Together to End Sexual Assault (STESA) (formerly Santa Barbara Rape Crisis Center)	(805) 564-3696 (24-hour crisis line) (805) 963-6832
All	Community	Domestic Violence Solutions for Santa Barbara County	(805) 964-5245 (24-hour crisis line)
REPORTING OFFICES			
All	Campus	Title IX & Sexual Harassment Policy Compliance Office (Title IX Office)	(805) 893-2701
All	Campus	UCSB Police Department (UCPD)	(805) 893-3446 (24-hour)
All	Community	Isla Vista Foot Patrol (IVFP)	(805) 681-4179 / (805) 681-4100 (after hours)
HEALTH & MEDICAL RESOURCES			
Students	Campus	Student Health	(805) 893-5361 (information) (805) 893-3371 (appointments)
Students	Campus	Student Mental Health Coordination Services	(805) 893-3030
All	Community	Sexual Assault Response Team (SART)	Referrals made by CARE , STESA , UCPD , IVFP , or other law enforcement
All	Community	Cottage Hospital Emergency Medicine & Trauma Svcs	(805) 682-7111 (24-hour, main phone line)
FINANCIAL AID, IMMIGRATION & VISA SERVICES			
Students	Campus	Office of Financial Aid & Scholarships	(805) 893-2432
Students	National	Federal Student Aid	(800) 433-3243
Students	Campus	Office of International Students & Scholars	(805) 893-2929
Students	Campus	Undocumented Students Services (USS)	(805) 893-5609
Students	Campus	UC Immigrant Legal Services Center	(805) 893-4246 / ron.ucimm@law.ucdavis.edu
All	Community	Legal Aid Foundation of Santa Barbara County	(805) 963-6754 (SB Main Office)
All	National	U.S. Citizenship and Immigration Services	(800) 375-5283
OTHER CAMPUS & COMMUNITY RESOURCES			
Students	Campus	Office of Judicial Affairs	(805) 893-5016
All	Campus	Housing, Dining & Auxiliary Enterprises	(805) 893-3281
Students	Campus	Student Respondent Services Program	(805) 893-5012
Students	Campus	Associated Students Legal Resource Center	(805) 893-4246
All	Campus	Resource Center for Sexual & Gender Diversity (RCSGD)	(805) 893-5847
Employees	Campus	Human Resources	(805) 893-3166
Employees	Campus	Academic Personnel	(805) 893-8332
Faculty	Campus	Academic Senate	(805) 893-3179
All	Community	Santa Barbara Transgender Advocacy Network	info@sbtan.org
NATIONAL SEXUAL VIOLENCE RESOURCES			
All	National	RAINN (Rape, Abuse & Incest National Network)	(800) 656-HOPE (4673) (National Sexual Assault Hotline - confidential)
All	National	National Sexual Violence Resource Center (NSVRC)	(877) 739-3895 (Toll Free)
All	National	It's On Us	http://www.itsonus.org/
All	National	Not Alone, Center for Changing Our Campus Culture	info@changingourcampus.org

UCSB CARE and Student Respondent Services Program can provide impacted parties with the names and contact information for individuals handling requests for protective measures and accommodations.

Confidential Advocacy & Support Services

Campus Advocacy Resources & Education (CARE) – Located in the Student Resource Building, CARE provides confidential 24-hour advocacy services for survivors, support, information about reporting options, accompaniment to evidence examinations or meetings with law enforcement, and support services for friends, family members, or significant others of impacted parties.

<http://wgse.sa.ucsb.edu/care/home>

Counseling & Psychological Services (CAPS) – Located in Building 599, CAPS provides UCSB students with confidential individual counseling, as well as support groups, information, and 24-hour crisis phone counseling at no charge. CAPS also provides professional consultation to faculty, staff, and families. <http://caps.sa.ucsb.edu/>

Office of the Ombuds – Located in Girvetz Hall, the Office of the Ombuds acts as a confidential resource for the UCSB community to discuss concerns with a trained mediator. It is a safe place to discuss workplace issues, interpersonal conflict, academic concerns, and many other problems. They serve faculty, staff, students, parents, or anyone else with a campus-related concern.

<https://ombuds.ucsb.edu/>

Academic & Staff Assistance Program (ASAP) – Located on the 3rd floor of the Student Affairs & Administrative Services Building (SAASB). The Academic & Staff Assistance Program (ASAP) counselors promote the emotional health and well-being of academic personnel, faculty, staff, and eligible family members in a confidential, cost-free setting. ASAP in managing and minimizing organizational and individual impacts by providing high quality consultation, counseling, psychological wellness training, and violence prevention & mitigation services. <http://www.hr.ucsb.edu/asap>

Standing Together to End Sexual Assault (STESA) – Located in downtown Santa Barbara, STESA provides advocacy and support for survivors of sexual violence, including referral and support for medical and legal options. <http://www.sbstesa.org/>

Domestic Violence Solutions for Santa Barbara County – Located in Santa Barbara, this resource provides emergency shelter, support groups, 24-hour crisis line, and transitional housing. <https://dvsolutions.org/>

Reporting Offices

Survivors may report to one or more of the following, or not report at all.

Title IX & Sexual Harassment Policy Compliance Office (Title IX Office) – Located in Phelps Hall, the Title IX Office coordinates responses to reports of sexual violence, sexual harassment, and other prohibited behavior affecting the campus community, and reviews matters to determine if an official University investigation is required. The Title IX Office investigates Title IX complaints, oversees campus Title IX resolution efforts, and offers referrals to relevant campus resources. <https://oeosh.ucsb.edu/titleix/>

UCSB Police Department (UCPD) – Located in the Public Safety Building, UCPD provides reporting, investigation, and forwarding of reports to the District Attorney for legal action for crimes committed on campus property. Also provides information about restraining orders and referrals for forensic exams. <https://www.police.ucsb.edu/>

Isla Vista Foot Patrol (IVFP) – Located in Isla Vista, IVFP provides reporting, investigation, and forwarding of reports to the District Attorney for legal action, information about restraining orders, and referrals for forensic exams for crimes committed in Isla Vista. This substation utilizes bike patrol and officers from the CHP and UCSB Police to provide safety and enforcement for the community of Isla Vista. <https://www.sbsheriff.org/command-and-divisions/law-enforcement-operations/south-county-operations-division/isla-vista-foot-patrol/>

Health & Medical Resources

Student Health – Located between the Events Center and Isla Vista, this resource provides medical examinations, referrals, and treatment, as well as psychiatry and social work. Visits for students are covered with Gaucho Health Insurance. This resource does not provide medical examinations for evidence collection (such as forensic medical examinations through SART).

<http://studenthealth.sa.ucsb.edu/home>

Student Mental Health Coordination Services – Located in the Student Resource Building, Student Mental Health Coordination Services is a readily accessible single point of contact for individuals concerned about a student in distress. The coordinators will consult about a student, provide referrals to campus departments, develop action plans, and follow up with students, staff, and faculty, as appropriate. SMHCS can provide a coordinated university response to a student in distress. <http://www.sa.ucsb.edu/responding-to-distressed-students/safety-net/coordinators>

Sexual Assault Response Team (SART) – SART is a countywide program providing care to individuals who have been sexually assaulted or sexually abused. An interagency program, SART coordinates with law enforcement, Rape Crisis Centers, Victim Witness Assistance, Child Welfare Services, Child Abuse Listening and Mediation (CALM) and a medical team of trained professionals, nurses, and physicians. Referrals for forensic medical examinations come from advocates (CARE or STESA), law enforcement, or child welfare services. Together, the partners determine the need for a medical exam and/or an interview based on SART protocol.

Cottage Hospital Emergency Medicine & Trauma Services – Located in Santa Barbara, Goleta, and Santa Ynez, Santa Barbara Cottage Hospital is verified as a Level II Trauma Center for adults and for pediatrics by the American College of Surgeons and Santa Barbara County Emergency Medical Services Agency. The trauma center responds to trauma emergencies throughout Santa Barbara County, as well as parts of Ventura and San Luis Obispo counties. <https://www.cottagehealth.org/services/emergency-medicine-trauma-services/>

Financial Aid, Immigration, and Visa Services

Office of Financial Aid and Scholarships – The Office of Financial Aid and Scholarships can assist UCSB students with financial aid related needs. They also provide UCSB families with the services necessary to achieve their educational goals. They are committed to providing accurate, user-friendly, responsive, and respectful service to students and their families. <https://www.finaid.ucsb.edu/>

Federal Student Aid – Federal Student Aid, a part of the U.S. Department of Education, is the largest provider of student financial aid in the nation. Federal Student Aid is responsible for managing the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965. These programs provide grants, loans, and work-study funds to students attending college or career school. <https://studentaid.ed.gov/sa/>

Office of International Students and Scholars (OISS) – Located in the Student Resource Building, OISS serves UCSB's international students and scholars as well as departments who work with the international population. OISS provides immigration support for the UCSB community, advising for international students, and cultural programming. <http://oiss.sa.ucsb.edu/>

Undocumented Students Services (USS) – USS offers general counseling to all students seeking support pertaining to being undocumented, having undocumented family members or loved ones, and other relevant issues. <http://www.sa.ucsb.edu/dreamscholars/home>

UC Immigrant Legal Services Center – The UC Immigrant Legal Services Center serves the immigration-related legal needs of undocumented and immigrant students in the University of California system. Through a partnership between Associated Students, Undocumented Student Services and the UC Immigrant Legal Services Center, an attorney dedicated to immigration issues is available for consultation and advice at UCSB. Attorney Ron Perry provides immigration-related counsel and advice to UCSB students and their immediate families. <http://www.sa.ucsb.edu/dreamscholars/student-information/legal-services>

Legal Aid Foundation of Santa Barbara County – The mission of the Legal Aid Foundation of Santa Barbara County is to provide high-quality legal services in order to ensure that low-income persons and seniors have access to the civil justice system in times of crisis – to secure safe, habitable shelter, adequate income, and protection from domestic violence and elder abuse. The Legal Aid Foundation of Santa Barbara County can also provide information related to immigration and visa services. <http://www.lafsb.org/>

U.S. Citizenship and Immigration Services (USCIS) – USCIS provides a number of humanitarian programs and protection to assist individuals in need of aid due to urgent circumstances, including issuing U and T visas for victims of certain crimes. www.uscis.gov/humanitarian

Other Campus & Community Resources

Office of Judicial Affairs – Located in the Office of Student Life in the Student Resource Building, this resource issues and enforces no contact orders and the adjudication process following a Title IX investigation. <http://judicialaffairs.sa.ucsb.edu/>

Housing, Dining, & Auxiliary Enterprises – Located in the trailers between the College of Creative Studies and Santa Rosa Hall, this resource provides housing accommodations, such as room or building changes, or cancellation of contracts, as available, to student resident survivors of sexual violence or stalking. <http://www.housing.ucsb.edu/>

Student Respondent Services Program – The Student Respondent Services Program provides a neutral contact for any student responding to a Title IX investigation to receive information about navigating the Title IX process. Furthermore, the Student Respondent Services Program provides referrals to campus and community resources for emotional or mental health support and assists respondents with any logistical issues related to interim measures that may have been put in place. <http://sexualviolence.ucsb.edu/accused/>

Associated Students Legal Resource Center – Located in The Pardall Center in Isla Vista, this resource provides education, facilitation, and self-help services to assist students with legal issues. <https://legal.as.ucsb.edu/>

Resource Center for Sexual & Gender Diversity (RCSGD) – Located on the 3rd floor in the Student Resource Building, RCSGD works with students, staff and faculty to ensure that LGBTQ identities, experiences and concerns are represented and addressed at UCSB. The center aims to create a vibrant and engaging environment through social and educational programming, volunteer and leadership opportunities, a comfortable and welcoming social and study space and professional and student staff members for support and advocacy. <http://wgse.sa.ucsb.edu/RCSGD/home>

Human Resources – Located in the Student Affairs and Administrative Services Building (SAASB), Human Resources at UCSB provides prospective and current employees with information and resources related to ASAP, benefits, career management, compensation, disability, employee services, employment, labor relations, and training. <http://www.hr.ucsb.edu/>

Academic Personnel – The Office of Academic Personnel is a service organization whose mission is to facilitate the recruitment, appointment, advancement, and development of outstanding and diverse faculty and academic appointees. The Office of Academic Personnel interacts with the Office of the President, the Chancellor, Executive Vice Chancellor, Associate Vice Chancellor, Colleges, Departments, and academic employees to develop, analyze, interpret and implement academic personnel policies and procedures. <https://ap.ucsb.edu/>

Academic Senate – The Senate enables the faculty, through shared governance, to exercise its right to participate in the University's governance. To that end, faculty and administrators depend on a high level of consultation, trust, mutual respect and a tradition of collegial collaboration. <https://senate.ucsb.edu/>

Santa Barbara Transgender Advocacy Network – The Santa Barbara Transgender Advocacy Network (SBTAN) educates individuals and organizations on best practices for transgender & gender expansive clients, patients, students, congregants and families; creates and develops spaces, actions, and policies that advance the welfare of transgender and diverse gender non-conforming individuals, their families, and allies in California's Central Coast communities. <https://www.sbtan.org/>

National Sexual Violence Resources

RAINN (Rape, Abuse & Incest National Network) – RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline, a *confidential service*, in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence and help survivors. <https://www.rainn.org/>

National Sexual Violence Resource Center (NSVRC) – The NSVRC's Mission is to provide leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research. The NSVRC staff collects and disseminates a wide range of resources on sexual violence including statistics, research, position statements, statutes, training curricula, prevention initiatives and program information. With these resources, the NSVRC assists coalitions, advocates and others interested in understanding and eliminating sexual violence. <http://www.nsvrc.org/>

It's On Us – Launched in September 2014, It's On Us is a national movement to end sexual assault. The campaign was launched following recommendations from the White House Task Force to Prevent Sexual Assault that noted the importance of engaging everyone in the conversation to end sexual violence. The campaign combines innovative creative content and grassroots organizing techniques to spark conversation on a national and local level. <http://www.itsonus.org/>

Not Alone, Center for Changing our Campus Culture – The Center is supported by the Department of Justice's Office on Violence Against Women in collaboration with its designated Campus Program Technical Assistance Provider Team. The Center has worked collaboratively and sought guidance from experts to provide important resources for colleges and universities on sexual assault, domestic violence, dating violence, and stalking. Not Alone was launched in connection with the White House Task Force to Protect Students from Sexual Assault. <http://changingourcampus.org/about-us/not-alone/>



Rights & Options of Impacted Parties in Sexual Violence and Sexual Harassment Cases

The University's procedures for responding to sexual harassment and sexual violence ensure certain rights and options for Complainants and Respondents. More information about rights and options can be found in the *UC SVSH Policy* and the UCSB Local Procedures.

RIGHTS OF COMPLAINANTS AND RESPONDENTS

Both the Complainant and Respondent have outlined rights throughout the investigation, adjudication, and appeal processes. They include the following:

- The right to have an advisor and a support person with you when you are interviewed, at any meeting, and during the hearing process, if any (please note that the advisor and support person not speak on your behalf, nor actively participate in or disrupt the proceedings);
- The right not to participate in this process. However, the investigator may draw adverse inferences if you selectively participate in the process. If you choose not to participate in the investigation, the investigation will proceed and the investigator will reach findings and conclusions based on the information available to them;
- The right to be interviewed by an investigator or submit a written statement, to provide documentary evidence, and to identify witnesses;
- The right to be informed of the outcome of the investigation and to receive a copy of the investigative report (redacted as necessary);
- The right to provide input on and be informed of any proposed sanction based on the investigator's preliminary determination regarding policy violations;
- The right to a hearing to determine whether policy violations occurred, by contesting the investigator's preliminary determination;*
- The right to a hearing that promotes fairness and accurate fact-finding (in cases when a hearing is held);*
- The right to be informed of the Hearing Officer's determination of policy violations and any resulting sanction;* and
- The right to appeal any sanctions as well as the Hearing Officer's decision, if any, on grounds permitted under the UCSB SVSH Procedures.*

* Applies only to investigations in which the Respondent is a student.



Rights & Options of Impacted Parties in Sexual Violence and Sexual Harassment Cases

OPTIONS FOR COMPLAINANTS AND RESPONDENTS

Both the Complainant and Respondent have options throughout the investigation, adjudication, and appeal processes. They include the following:

- Counseling, health assistance, mental health assistance, victim advocacy, legal assistance, visa and immigration assistance, financial aid assistance, and other services are available within both the University and the community (including information regarding confidential resources). Detailed information about resources can be found in the *Campus and Community Resources* (Appendix to the UCSB Local Procedures).
- The UCSB Local Procedures contain information about the range of possible outcomes for a report to the Title IX Office, including interim, remedial, and supportive measures, as well as disciplinary actions.
- The UCSB Local Procedures contain applicable procedures for institutional disciplinary action.

OPTIONS FOR COMPLAINANTS

Complainants have certain options throughout the reporting and investigation processes. They include the following:

- Complainants have multiple reporting options, including the option to report to law enforcement or campus authorities, and the right to decline notifying such authorities. Reporting options are outlined in the UCSB Local Procedures. In some cases, the University may investigate an allegation or take other action without the Complainant's participation, in order to address safety issues for the community.
- Complainants have the option to request no-contact orders through the University, as well as orders of protection, restraining orders, or similar orders issued through criminal or civil courts. UCSB will comply with any orders that are obtained.
- Complainants are encouraged to preserve evidence that may assist in proving that a criminal offense occurred or in obtaining a protection order. See the UCSB Local Procedures for more information about evidence preservation.
- Complainants have the option to request assistance with changing academic, living, transportation, and working situations, regardless of whether they have chosen to report the alleged conduct to law enforcement. The University will provide assistance if such options are reasonably available.