

# GUIDELINES FOR FACULTY/STAFF WITNESSES

## IN SEXUAL MISCONDUCT INVESTIGATIONS

### THE INVESTIGATION

#### What is an investigation?

Dartmouth's Sexual and Gender-Based Misconduct Policy prohibits sexual and gender-based harassment, sexual assault, sexual exploitation, dating or domestic violence, stalking, or retaliation against an individual for making a report of Prohibited Conduct. Investigations are Dartmouth's means of formally resolving reported sexual and gender-based misconduct.

#### What happens during an investigation?

The Investigator will review the formal complaint and meet individually with the involved parties and relevant witnesses. After conducting the full investigation, the Investigator will write a report detailing his or her factual findings. If the student is found responsible for the alleged misconduct, the report will inform the sanction.

#### Privacy

The Investigator may not reveal the full details of the allegations to you. You will not be notified of the outcome of the investigation. Though Dartmouth strives to protect the privacy of involved parties, you may have prior knowledge or gain a partial understanding of the situation based on the Investigator's questions. We ask that you respect the privacy of those involved. Please do not share information about the investigation, allegations, or outcome with anyone, even after the investigation is complete.

#### What should I expect when I meet with the Investigator?

The Investigator will meet with you privately and ask questions relevant to their investigation. You are expected to answer the questions honestly and truthfully. You may not be able to speak to every question. "I don't know," is a perfectly acceptable answer. You should also feel comfortable asking for a question to be repeated or rephrased.

#### Who are the investigators?

Dartmouth works with a number of trained, external investigators to resolve formal complaints. These Investigators receive annual training from Dartmouth, as well as additional training from professional associations and private training companies. Generally, the Investigators are attorneys who practice law related to sexual and gender-based misconduct and conduct investigations for other colleges and private companies.

#### What should I tell the Investigator?

The Investigator simply needs to know what you witnessed or experienced. You do not need to draw any particular conclusions about what did or did not occur. Similarly, you are not expected to accuse or defend anyone. The Investigator will determine what happened based on what they learn from you and other sources.



## Retaliation is Prohibited

Retaliation against any person bringing forth a report, responding to a report, or participating in an investigation is prohibited. The reporting and responding parties have been informed of this in writing. You are expected to abide by the same standard. If you ever feel unsafe or fear retaliation, we need to know. Please contact Title IX to report retaliation. For immediate concerns, Safety and Security is always a resource.

## Personal Concerns

If you are uncomfortable participating in an investigation for any reason, please contact Title IX to discuss your concerns. You are also welcome to contact us with any questions about the investigation process. Although we cannot share the outcome of the investigation with you, we can meet with you afterwards to discuss the investigation, your participation as a witness, or any feedback you might have for Title IX.

## Frequently Asked Questions:

- Though you may not know about the parties or the incident, you may have valuable information that would corroborate evidence already provided.
- The transcript of your interview will be available to the Title IX Office, the parties, their advisors, the hearing panel, and an appellate officer if applicable.

**DARTMOUTH**

Equal Opportunity, Accessibility, and Title IX

## SELF CARE

Participating in a Title IX investigation may be a difficult experience. If you find that you are in need of support, please consider contacting any of the resources listed below.

### Resources available to all faculty and staff:

- Safety & Security  
603-646-4000
- Tucker Center for Spiritual & Ethical Life  
603-646-3780  
[www.students.dartmouth.edu/tucker](http://www.students.dartmouth.edu/tucker)
- WISE, the Upper Valley Crisis & Advocacy Center  
1-866-348-9473  
[www.wiseuv.org](http://www.wiseuv.org)
- Faculty/Employee Assistance Program  
603-646-1165  
[www.dartmouth.edu/eap](http://www.dartmouth.edu/eap)

**If you are not a Dartmouth student or employee, please contact Title IX for additional recommendations.**

### What if an attorney who is not an Investigator contacts me?

An advisor for either party may reach out to you before your interview with the Investigator. You are not prohibited or obligated to talk with them.

**Please contact Title IX with additional questions or concerns:**

**Title IX Office**

**Parkhurst Hall, Suite 005,**

**Phone: 603-646-0922**

**Email: [TitleIX@dartmouth.edu](mailto:TitleIX@dartmouth.edu)**