MEMORANDUM

TO: Respondent

FROM: Office of Institutional Equity (OIE)

SUBJECT: Expectations for the OIE Complaint Process

OIE has developed this memorandum in order to advise you of what to expect since an allegation(s) has been filed against you with this office. OIE serves as an objective, fact finder in the investigation process and does not advocate for parties to a complaint.

You can expect the OIE office to:

- Explain the OIE complaint process to you
- Review the information that the Complainant submits during the Intake process and make a determination of whether or not the information presented warrants an investigation.
- Interview you, interview the necessary witnesses, and gather the relevant documentation for the purpose of conducting and investigation
- Contact you on a periodic basis to advise you of the status of the complaint. If you do not hear from us, please feel free to contact the investigator assigned to your case or you may call the front desk at (504) 862-8083.
- Keep information as confidential as possible. However, absolute confidentiality cannot be assured. Only those who have a need to know will be informed about the substance of the information you have given
- Complete the Intake and/or Investigation process in the timeliest manner possible

You are expected to:

- Review the OIE complaint procedures found online or in the complaint packet so you are familiar with the process.
- Ask questions, if there is something you do not understand.
- Cooperate fully with requests for information or other assistance in completing the Intake and/or Investigation process.
- Keep information concerning the Intake and/or Investigation as confidential as possible.
- Not retaliate against the complainant or anyone else who participates in the Intake and/or investigation. Tulane’s Equal Opportunity policy prohibits retaliation. If you have questions about what may constitute retaliation, please contact our office.

For further information on OIE, please contact us at 862-8083.